Rice Library Resources and Services for Distance Education / Off-Campus Students

**Rice Library Web Site**
Rice Library's website (homepage) at [http://www.usi.edu/library/](http://www.usi.edu/library/) contains a wealth of information for both the beginning and experienced researcher. Think of it as your starting point to resources and services that can improve and simplify your research process. Take the time to browse the various links and pages to become familiar with some of the information. You may want to pay particular attention to the **Distance Learning** section accessible from the main page under **Services**. Several of the Web page's features that are most relevant to distance education and off-campus students are detailed below. Students enrolled in these courses are strongly encouraged to add it to their list of favorites.

**The Library Catalog**
You may search the library's catalog from the library's website at: [http://www.usi.edu/library/](http://www.usi.edu/library/). Use the catalog to locate books, government documents, and audiovisual media housed in the library. From the library's homepage click on **Books** under the **Find** menu.

**Online Book Renewal**
Students with books (not audiovisual materials) checked out for 3 weeks or less (excluding Reserve materials) may renew them through the library's catalog. Click on the **My Library Account/Renew a book** link along the left side of the homepage. You will then be prompted to enter the barcode id (located on the back of your student ID) and your last name. On the screen will appear what you currently have checked out. You are given the option to renew these items (only twice) unless someone else has requested that an item be held for his/her use. After two online renewals, to renew the item again, you must come to Rice Library. If you are unable to successfully renew an item online, it may be because of one or more of the following reasons: a) the material is an audiovisual item, b) the item is on reserve for a course, c) the item may have been renewed twice before, d) the item may be overdue, e) you may have another item overdue, f) you may have a fine of $5.00 or more, g) the item has been requested for use by another patron. To insulate your privacy, be careful to log out of the “My Account” section of the catalog when you are finished renewing your materials. The “Logout” link is located in the upper right-hand corner of the “My Account” page. Should you encounter problems in renewing an item online, please contact the library’s Circulation Department at 812-464-1913 or toll free at 800-246-6173. **Note:** The library does not accept telephone renewals. A tutorial explaining how to renew books online is available at: [http://usi.libguides.com/itemrenewal](http://usi.libguides.com/itemrenewal).

**Electronic Reserves**
If your professor has requested that electronic versions of course materials be placed on reserve for a course, you may access these materials through the library's catalog. From the library’s homepage, click on the **Course Reserves** link located along the left side of the library’s homepage. Once in the “Course Reserve” section of the **Catalog**, students may search for specific materials by the professor’s name, the department, or the course number. Electronic reserves are easily identifiable by the “E-” prefix to the item’s title. Electronic reserve materials are accessible with a user name and password provided by the professor of the course (prompted by [click here to view](https://www.usi.edu/webservices/lookup/)), or, in some cases, with the student’s myUSI user name and password (prompted by [click here to view database link](https://www.usi.edu/webservices/lookup/)). A tutorial explaining how to access electronic reserves is available at: [http://usi.libguides.com/coursereserves](http://usi.libguides.com/coursereserves).

**Electronic Books**
Rice Library currently provides access to a number of ebooks and ebook collections. EBSCO’s eBook Collection includes over 4,500 copyrighted books and hundreds more public domain titles. These books may be found by searching the library's catalog or from the collection’s link on the Library's **Databases** pages (see section below). The use of the copyrighted books is limited to one user at a time; public domain titles, however, may be accessed by multiple users simultaneously. Another large group of ebooks is available through ebrary, including individual titles as well as the ebrary Academic Complete collection. The over 100,000 titles in this collection cover all disciplines and are published by scholarly and academic presses. The ebrary titles in the Academic Complete collection (not the individually purchased titles) generally allow multiple simultaneous users. In addition to these collections (EBSCO and ebrary), Rice Library subscribes to over 1,200 of the Safari Books Online collection (business and computer applications) and CREDO reference, a collection of over 650 reference books (encyclopedias, dictionaries, etc.) in all subject areas. All of these collections are available remotely from the library’s **Databases** page.

**Online Research Resources**
Rice Library offers a variety of online databases (including indexes, abstracts, full-text journal articles, electronic books, and reference sources) accessible from the library’s homepage: [http://www.usi.edu/library/](http://www.usi.edu/library/) (click on **Databases** in the **Find** menu). Once on the **Databases** page, students may select from an alphabetical title list (Databases A TO Z) or one of the “By Discipline” or “By Type” lists. USI students, faculty, and staff may use these resources on campus and, unless otherwise noted (password limited), off campus to find current interest and research-based information.

A login process must be completed to access these databases from off campus. To log in, simply click on **Databases** from the library's homepage. Select either the “Databases A TO Z” or one of the “By Discipline” or “By Type” lists. Then select the desired database by clicking on its name. If the database is available remotely, a login screen requiring a myUSI username and password will appear.

Username = Name portion of eagles.usi.edu e-mail account (xxxxxx@eagles.usi.edu). Search [https://www.usi.edu/webservices/lookup/](https://www.usi.edu/webservices/lookup/) if you do not know your Username.
**Journals: Print, Electronic, and Microform**
Most of the library’s electronic journals are available through one of the library’s subscription databases. For a complete list of these electronic journal titles, along with the names of their corresponding databases and dates of coverage, refer to Journal Finder list. This list is available by clicking on the Journal Finder link along the left side of the library’s homepage. This list is also available by clicking on the Journals link in the Find menu. A tutorial explaining how to use Journal Finder is available at: http://usi.libguides.com/journalfindertutorial.

**Online Reference Assistance / Technical Assistance**
USI students, faculty, and staff may request reference assistance using a Web form, with responses returned by e-mail. The form can be found at: http://www.usi.edu/library/online-forms/ask-a-librarian. Reference librarians will provide answers to brief factual questions and make suggestions for research strategies and resources. A chat reference window is available on most of the library’s Web pages and students may “text” the Reference Desk by dialing 812-496-4466. A form to request a one-on-one reference consultation is also available at: http://www.usi.edu/library/online-forms/one-on-one-consultation. Finally, reference assistance is available in-person at the library’s Reference Desk, or by calling 812-464-1907 or toll-free 800-246-6173. The library’s Contact Us page (http://www.usi.edu/library/contact-us) summarizes each of these options as well as provides information for asking questions related to technology or reporting technical problems.

**Research Guides (LibGuides)**
The library makes available a large collection of very helpful guides in an electronic format to assist students in completing research tasks. These guides are known as LibGuides and are accessible from the Research Guides link under Tools on the library’s homepage. Some of these provide a listing of key resources in specific subject areas while others review important research tips and strategies. The collection also includes excellent guides for various citation styles (MLA, APA, Chicago, etc.: http://usi.libguides.com/citingsources) as well as a growing number of online tutorials (http://usi.libguides.com/cat.php?cid=17793) which may assist students in such things as how to use Journal Finder and how to avoid plagiarism. Finally, the collection includes a selection of high quality Web sites recommended by librarians and faculty members that have been grouped by broad subject disciplines (http://usi.libguides.com/recommendedwebsites).

**Interlibrary Loan and Article Delivery Options**
Interlibrary loan is a service by which Rice Library requests on behalf of students the use of materials owned by other libraries. Distance education and off-campus students may submit interlibrary loan (ILL) requests online. Requests for books, theses and dissertations, and audiovisual materials require pick-up at Rice Library; however, requests for copies (journal articles and book chapters) will be supplied electronically. To log into the request form go to: http://lib-illiad.usi.edu/illiad/logon.html. For complete details of this service, go to: http://usi.libguides.com/content.php?pid=278136. Additionally distance education and off-campus students may request copies of journal articles and book chapters (not entire books) owned by Rice Library. Students submit requests for these materials using the interlibrary loan request form and the items will be supplied electronically. Complete details of this service are available at: http://usi.libguides.com/content.php?pid=278136&sid=3970819.

**Contact Information**
**Contact Rice Library**
http://www.usi.edu/library/
By Mail:
Philip E. Orr, Distance Learning Librarian
1022 David L. Rice Library
University of Southern Indiana
8600 University Boulevard
Evansville, Indiana 47712
By E-Mail: porr@usi.edu
By Telephone: 812-461-5328, 812-464-1907
800-246-6173
By FAX: 812-465-1693
By Skype: philip.orr1

**Contact USI Distance Learning**
http://www.usi.edu/distance/
By Mail:
USI Distance Education
FA0045, Wright Administration Building
University of Southern Indiana
8600 University Boulevard
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By E-Mail: distance@usi.edu
By Telephone: 812-228-5124
(M-F, 8:00 a.m.-4:30 p.m.)
By FAX:
812-465-7131

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