

11 things distance education students should know about Hunter Library

- 1. Out of sight is not out of mind:** You may never visit Hunter Library, but that does not mean the library is not an important resource for your academic success. Start by visiting our homepage: <http://www.wcu.edu/404.asp>



- 2. You already have an ally:** You have a library liaison for your program of study, and you should contact him or her with any questions or problems <http://www.wcu.edu/1674.asp>

- 3. "Ask a Librarian:"** More help options are available from the Hunter Library homepage. Phone, chat with, email a librarian or contact NC KNOWS (24 Hours a day) <http://researchguides.wcu.edu/help>. Looking for self-help options? Try <http://researchguides.wcu.edu>



- 4. Search the Find It:** Via Find It, most resources are available online including e-books, journals, and government documents. <http://www.wcu.edu/404.asp>

- 5. Request it online** Use interlibrary loan (ILL) to request what you need. Journal articles will be delivered to you electronically and physical items can be mailed to you (you're responsible for return postage). Be sure to identify yourself as a distance student and provide your preferred email in the "additional information" field. <http://www.wcu.edu/1628.asp>

- 6. Be recognized:** You will need your 92# to access many subscription library resources when off campus. It identifies you as a student.

- 7. Use the best databases:** Databases help you find articles about a certain topic. A list of databases recommended for your program of study is available on the Hunter Library Website: <http://www.wcu.edu/1602.asp>

8.



- Find the full text you need:** Once you have a citation for an article, the surest way to gain access to that article is to search the library catalog by journal title: <http://wncln.wncln.org/search/j>. If the journal isn't available online, you can order it via ILL (see #5).

9. Don't forget books: With so many resources online, it is tempting to avoid books as resources. *Don't cheat yourself.* Books contain high quality information synthesized by leading scholars in the field. They can save you lots of time. You can request books online through



[Interlibrary Loan: http://www.wcu.edu/1628.asp](http://www.wcu.edu/1628.asp) or through the Library Catalog from WCU, ASU or UNCA via ABC Express (**A**sheville, **B**oone, **C**ullowhee).

10. Get carded: A student ID card is needed to check out books and other materials in person, which is often the fastest way to get what you need. Simply email a recent photo of yourself with your name, WCU student ID number, and date of birth to CatCard@email.wcu.edu. Students taking classes in Asheville should get a UNCA OneCard to take advantage of a range of student services: <http://www.unca.edu/onecard/>. Either card entitles you to great student discounts at many area cultural events, so why not have a little fun?

11. RefWorks so you don't have to: Or at least not so hard! Sign



up for a RefWorks account to export, organize, store and share citations; <http://www.wcu.edu/1602.asp> (click "R" for Refworks). To learn more about this tool, visit: <http://www.refworks.com/tutorial/>.

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