



Library Services for Distance Education Faculty and Students

Library Home Page: <http://www.clark.edu/Library>

Circulation Phone: (360) 992-2151

Reference Phone: (360) 992-2375

Hours: Monday – Thursday: 8:00 a.m. to 9:00 p.m.
Friday: 8:00 a.m. to 4:30 p.m.
Saturday & Sunday: 1:00 p.m. to 5:00 p.m.

How do I?

There is a wealth of information about how to use library databases, search the library catalog, research various topics, and properly cite resources on the “How do I?” web page. Start at: http://www.clark.edu/Library/Instruction/how_do_i.html and follow the tabs.

Electronic Reserves

- Don't have time to scan or load all those sample exams, notes or journal articles? Use the library's electronic reserve system!
- Library staff can make your documents available to students 24/7 via the Internet at <http://clark-eres.lib.pdx.edu/eres/>.
- You can add a link from your course in Blackboard to your electronic reserve course page. (The link is persistent, meaning the URL will not change over time).
- Bring your documents to the library and sign a reserve form for each document.
- Allow 2 weekdays for the processing of materials.
- You will need to share a course page password (supplied by the library) with your students.
- You may also use the traditional reserve system to make texts, videos, and other “hard copies” available to your students.
- Go to http://www.clark.edu/Library/Faculty/faculty_reserves.html for more information about reserves and to print reserve forms.
- Contact Kristin Poage (360-992-2553, kpoage@clark.edu) with questions or to have a course page and password set up for you.

Copyright

If you place an article or book chapter on electronic reserve for more than one quarter, you should seek permission from the publisher to place it on reserve again. You should also seek permission to post copyrighted materials on your course web sites. For information about copyright law and Fair Use guidelines see <http://www.clark.edu/Library/Resources/copyright.html>. For help locating publisher information, contact a reference librarian (see names and phone numbers on back).

Library Databases

- All library indexes and databases to full-text articles (e.g. *InfoTrac OneFile*, *ProQuest*, and *CINAHL*) are available to you and students on AND off campus via the library's web site at <http://www.clark.edu/Library>.
- Go to http://www.clark.edu/Library/Resources/databases_az.html for a complete list and links to online databases.
- When accessing databases from off campus you will be prompted to enter your name and "Unique ID".
- The name is just your name, in natural order: Elsie Baker.
- The "Unique ID" is your college ID number – the nine-digit number that starts with 940.
- From Blackboard you can link directly to articles in *InfoTrac* and *ProQuest* via persistent links. Contact Kristin Poage about how to do this.
- More than 3,400 electronic books are now available, including 39 full-text reference books!
- Access electronic books from the library catalog (<http://oswald.clark.edu/search/>) by doing a Keyword search and choose Material Type = E Books. To access the content of e-books from off campus, faculty and students will need to enter their name and Unique ID.

To see a list of electronic full-text **reference** books:

- Go to the library web site at <http://www.clark.edu/Library>
- Click the Books link on the left side bar.
- Click on E-books: *Gale Virtual Reference Library*.
- Click Title List on the upper right or the Show All button below the Search box.

To find electronic full-text computer and information technology books use **IT Pro**:

- Go to the library web site at <http://www.clark.edu/Library>
- Click the Books link on the left side bar.
- Click on E-Books: *IT Pro Collection*.

Reference / Research Help

If you or your students need assistance doing research, using library resources, or are having trouble logging on to a database, librarians are available during library open hours. Call the reference desk at (360) 992-2375. If there is no answer try the following:

Joan Carey	(360) 992-2826
Roxanne Dimyan	(360) 992-2427
Kitty Mackey	(360) 992-2558
Maureen Morasch	(360) 992-2971