

UNIVERSITY OF ILLINOIS AT CHICAGO
Jane Addams College of Social Work
Academic Affairs & Student Services

August 15, 2005

To: Students
Copy: Faculty
From: Jerry Cates, Associate Dean
RE: Accessing Library Materials Online

It is a college requirement that all students are to activate their free UIC computer accounts and check their UIC emails regularly for emails from the college. UIC emails are an important means of communication and at times will be the only way information about a matter is distributed. "JaneMails" are emails from the Jane Addams College Office of Academic Affairs.

Once you activate your computer account, you can access many (but not all) library readings online. UIC has subscribed to online access to a large number of journals. However, students should not rely solely on these when doing research; you should still plan on working in the library itself for a thorough research. This is true because not all relevant journals are online and, even when online, not all issues of a journal are online.

Here is a brief overview of ways to access library materials online.

1. Blackboard. Some instructors will establish a Blackboard online site (this is optional). Your instructor will tell you if one is created for your course. If so, go to the UIC homepage at <http://www.uic.edu>
-- go to the "Quick Links" site; pull down its menu, highlight "Blackboard" and click on "Go"
--you will be taken to the Blackboard login page (if you are doing this from an off campus computer, students will soon be asked for your UIC id and password and faculty will be asked for their Enterprise ID and password).
--login
--you will be shown all of your courses for which an instructor has established a Blackboard site click on the desired course. As you will see, instructors can post announcements, create chat rooms, and establish links to online required readings. Online required readings can still be accessed even without a Blackboard site: see points 2 and 3 of this memo.)

2. UIC Library Electronic Reserve Readings. Your instructor may have established e-reserves for your course. Ask. If so, go to the UIC homepage at <http://www.uic.edu>
--click on "Library"
--click on "Services"
--click on "Access reserve materials for your classes"

--click on "UIC Library ERes page"

(if you are doing this with an off campus computer, at some point in this process students will be asked for their id and password and faculty will be asked for their Enterprise Id and password)

---click on "Electronic Reserves and Reserve Pages"

--a search screen will appear which gives you several avenues for locating e reserves for your classes, one way is to search for "course name" and type "social work" in the window. That will give you the complete list of social work courses, by instructor name and course number, for which e reserves are available.

--click on your course

--you will be asked for a password. This is not your UIC computer (or Enterprise ID) password; it is a special password just for this course. Your instructor will announce the password in class.

--you can think click on readings and read them online or print them. If you print them and are doing so at a UIC facility, remember you can extend your original allotment of free print pages by setting the print to print on both sides of the page.

3. Other ways of Accessing UIC Library Electronic Readings.

a. You are looking for a specific online article (you have the volume, issue, and title of article) or want to browse a specific online journal. Go to the UIC home page at

<http://www.uic.edu>

--click on "Library"

--on the left of the screen, click on "Resources"

--click on [Find electronic journals, magazines, and newspapers by title](#)

(if you are doing this from an off campus computer, at some point students will be asked for their UIC id and password and faculty will be asked for their Enterprise ID and password)

--click on [Complete list of electronic journals, magazines, and newspapers](#)

-- at the next screen type in the name of the journal you want (spell it correctly or it won't work) or search for the journal by clicking on the first letter of its name

--for example, entering "Social Work" will bring a screen with several journal that have "social work" in the title; click on the first one for the NASW journal, "Social Work";

note that you have two ways of accessing Social Work, one extends farther back in time than the other. In this example, click on the "Academic Search Elite" path

--this brings you to the all the volumes that are available online; click on a year (volume) and you will be shown all the issues for that year. Click on an issue and you will be taken to the listing of articles. At times you can select one of two ways for viewing an article "HTML full text" or "PDF full text." The HTML version will print more quickly but formatting may be altered. The PDF version prints more slowly but format will be unaltered.

To view and print anything in PDF you will need a PDF reader which is available free and can be downloaded at

<http://www.adobe.com/products/acrobat/readstep2.html>

b. You are looking for online articles on a certain topic. Go to the UIC home page at <http://www.uic.edu>

- click on "Library"
- on the left of the screen, click on "Resources" (not "Services")
- click on "Search databases for articles on a topic"
- click on "Alphabetical list of electronic resources"
- this will take you to a very long list of databases you can use to search for literature. ----
- One often used by social workers is Ebscohost/Ebsco Publishing. If you click on it
- you will be brought to another screen saying "Academic Search Elite"; you can either click on that phrase or click the "continue" button; either one will bring you to
- a search screen. You can enter a term in the "Find" window. When searching for articles on a topic try multiple words or phrases; you will be surprised what you can find if you keep experimenting. If you want to refine your search, instead of entering a phrase here, click, above, on "Advanced Search"
- this window will let you restrict your search to certain time periods or types of publications
- once your search is conducted, the results may or may not be online articles. If they are not online, they may be available in paper form in the UIC library. You can check this out by going back to the Library homepage and, at the left, click on "UICCAT library catalog" which will let you check to see if our library carries the journal and, if so, what issues are available in paper form. If our library does not carry it, it may be possible to retrieve the article you want through interlibrary loan.