

## Library Resources for Distance Learners at WKU

Welcome! If you are enrolled in a distance learning (web-based) course or independent learning course, we are aware that it is not always possible for you to come to the main campus to do your research and check out books. The Office of Extended Campus Library Services was created to make sure you have the same access to materials as your fellow students at the main campus.

### Did you know?

- You can call the Office of Extended Campus Library Services to renew your books by phone at 1-800-922-9585? You can also renew your books online at <http://topcat2000.wku.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=pbLogon>
- Contact a librarian for assistance if you have questions (1-800-922-9585)
- Get materials sent to you without having to visit the main campus
- Have access to a number of **full text databases** over the Internet

## Books and Journal Articles

WKU students **currently enrolled** in online, independent learning or extended campus courses may call a toll-free number, fax, or email to request document delivery of copies of journal articles and/or books from the University Libraries circulating collection through services provided by Extended Campus Library Services (ECLS).

Journal articles are copied and sent at **no cost** to the student, and do not have to be returned. Books are sent at no cost. Students may renew the book online at <http://topcat2000.wku.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=pbLogon>, otherwise books must be returned within the normal check-out period. Books may be mailed back or returned in person to the main campus library. Overdue fines for books will accrue at the same rate as for on-campus students.

### Turnaround Time

It may take from seven to ten days to receive your materials. We can arrange to fax short amounts of material to the student in less time. During peak times toward the end of the semester, the turnaround period may take up to two weeks. Requests are processed in the order they are received, please plan accordingly.

**Owensboro and Glasgow** extended campus students are required to provide citations for the material they need. Research assistance is available at the Owensboro Community and Technical College Library with a WKU Library Assistant or via phone with the Extended Campus Librarian (M-F, 8am-10pm). WKU computers and laptops with Internet access are available at the Owensboro Community and Technical College Library, along with handouts of WKU electronic resources with step-by-step information on using the various databases.

Glasgow campus students are to use the Glasgow Campus Library for research, and may call or fax the Extended Campus Office with specific citations for journal articles. A full-time librarian is on duty at the Glasgow campus to assist students with their research needs.

### How to Submit a Request

Phone the toll free number 1-800-922-9585. You may also make a request by Fax at 270-745-6413 or email [extcamp.library@wku.edu](mailto:extcamp.library@wku.edu). Whether emailing, faxing or calling, when submitting a request for material, **the following information is required:**

- Name
- Address
- Student ID Number
- Home and/or work phone number
- Course Title or number
- Specify whether the course is a web, independent learning or extended campus location course
- Location of course, if it is an extended campus course
- Instructor's Name
- Full citation(s) for article requests, and book title and author for book requests

### Book Requests

To request a book, please provide: **Title, Author** and the **Call Number**, if available. ECLS will send **up to five** books per request.

### Article Requests

Please provide the full citation for each article requested. This includes: **Title of Article, Author, Journal Title, Volume Number, Page Numbers** and **Date**. ECLS will send **up to ten** articles per request.

### Full text databases for distance learners:

Academic Search Premier	Health Source: Nursing/Academic Edition
MasterFILE Premier	Clinical Pharmacology
Newspaper Source	Religion & Philosophy Collection
Regional Business News	Psychology & Behavioral Sciences Collection
Business Source Premier	Professional Development Collection
SPORTDiscus	Family & Society Studies World Wide
Sociological Collection	Communication and Mass Media Complete
Topic Search	Funk & Wagnalls New World Encyclopedia
American Humanities Index	Military & Government Collection
Health Source: Consumer Edition	

## Database Access

1. Access **EBSCOhost Databases** from WKU Libraries home page at [www.wku.edu/library](http://www.wku.edu/library)
2. Click on **Databases** in the left hand column. Then choose **Off Campus Login**
3. Login with your **WKU email user name and password**
4. Click on **EBSCOhost** from the quick links near the top of the page
5. Select **EBSCOhost Web** from the service page
6. Click on the boxes next to the databases you wish to search. A checkmark should appear beside them to indicate they are selected. Then click **Enter**
7. Click on the item box of each record you would like to select
8. Scroll to top of page and click on **Folder Has Items** link
9. Click on the **Print, Email** or **Save** button to select the preferred delivery option from the Result List page

## Search for items in WKU Libraries' Circulating Collection

WKU Libraries **Total Online Public Catalog, TOPCAT 2000** can be use to check the availability of materials (books or periodicals) in the circulating collection. You can find the information you need to make a formal request for materials here.

1. To access TOPCAT, go to <http://www.wku.edu/library>
2. Click on TOPCAT in the left hand column
3. Select Local Catalog
4. Select your preferred search option (author, journal title, title, etc.) in the "Search By" drop box on the left
5. Type in the keywords for your search in the "search for" box. Put a plus sign ( + ) before all the words that **MUST** appear in your results (example: +emergent +literacy). Results will be ranked by relevance
6. Results will be displayed by title. Under each title is the call number of the item, the location and status (whether or not the item is checked-out)
7. To obtain the additional information you will need to make a formal request for this material, click on the link provided through TOPCAT