

# you're out of sight



**McIntyre Library**  
YOUR INFORMATION ADVANTAGE

## ...but not out of mind

### Library Services for Distance Education Students

#### From a distance you can:

- Search the library's online catalog
- Read electronic books
- Use online journals, newspapers, encyclopedias and more
- Have books and journal articles sent to you
- Get help with your research from librarians

#### Need help? Ask us!

- You're not sure where to start.
- You're not sure how to find a book or a journal article
- You can't find anything on your topic

#### Call:

877-267-1384 (toll-free)  
836-3858 (in the Eau Claire area)

#### Email:

[library.reference@uwec.edu](mailto:library.reference@uwec.edu)

#### Online help

##### Library homepage

[www.uwec.edu/library](http://www.uwec.edu/library)

Click **RESEARCH**, then **Research Guides** for help in beginning research, using the library, citing sources, accessing your library account online and much more

##### Online Reference Shelf

[www.uwec.edu/library](http://www.uwec.edu/library) (under RESEARCH, click Reference Collection)

A collection of online full text reference resources such as dictionaries, encyclopedias, statistics, directories, style guides, etc.

##### Finding Journal Articles

[www.uwec.edu/library/distance/finding.htm](http://www.uwec.edu/library/distance/finding.htm)

Step-by-step instructions for finding and ordering journal articles from off-campus



[www.uwec.edu/library/distance](http://www.uwec.edu/library/distance)

**McIntyre Library • UW-Eau Claire**

105 Garfield Ave • Eau Claire, WI 54702-4004 • (715) 836-3858 • toll-free 877-267-1384

You have access to thousands of journals and newspapers—even when you're not on campus. Your UW-Eau Claire username and password will give you access to more than 100 databases, the tools we use to find journal and newspaper articles.

Please see:

**Three Steps to Finding Journal Articles**  
[www.uwec.edu/library/distance/finding/](http://www.uwec.edu/library/distance/finding/).

While many journal articles are available online in our databases, many more are available only in print. You have access to these as well. Read on....

## Have articles sent to you

If you live outside of the Eau Claire area, we will scan and email copies of print articles directly to you. If we don't have the journal articles you need, we can usually get them from other libraries and send them to you. However, it will take extra time. Plan ahead!.

To request journal articles, please follow the instructions at:  
[www.uwec.edu/library/distance/deill.htm](http://www.uwec.edu/library/distance/deill.htm).

## usernames & passwords

When using library databases you will be prompted for a username and password to verify that you are a current UW-Eau Claire student, faculty or staff member.

1. In the username box, enter your UW-Eau Claire username (e.g. jonesja)
2. In the password box, enter your UW-Eau Claire password (or PIN number, including the uwec in lowercase, a ? question mark, and the 4 digits, e.g. uwec?1234).

If you do not have a UW-Eau Claire username and password, please contact your UW-Eau Claire instructor).

For more information on remote access, please see:  
[www.uwec.edu/library/guides/proxy.html](http://www.uwec.edu/library/guides/proxy.html)

# books

To look for books, government documents and media in McIntyre Library, use the yellow search box on the library homepage ([www.uwec.edu/library](http://www.uwec.edu/library)). For more search options, use **Find books, videos, etc.** under **RESEARCH**.

## Have books sent to you

If you live outside of the Eau Claire area we will mail books to your home. There is no charge for this service, but you will be responsible for returning the books. (Most public libraries in Wisconsin will return books to our library at no cost to you. Ask at your public library if they are on the "courier system" and willing to return your books to UW-Eau Claire). To request books, please follow the instructions at [www.uwec.edu/library/distance/deill.htm](http://www.uwec.edu/library/distance/deill.htm).

## E-Books

The library catalog includes thousands of electronic books (referred to as the NetLibrary collection). After setting up a free NetLibrary account, you can "check out" these books.

To search for an e-book in the library catalog, do a keyword or title search, and use the **Basic Limits** menu to limit your search to NetLibrary. To get a list of all e-books, do a keyword search on the word *NetLibrary*.

## If we don't have a book you need

We may be able to get a book for you from another library, especially if it's available at one of the UW System libraries. In some cases it may be faster to go through your local public library's Interlibrary Loan service.

If you live near another University of Wisconsin campus, ask about Universal Borrowing (a cooperative lending service among UW libraries).

# find out more

[www.uwec.edu/library/distance](http://www.uwec.edu/library/distance)

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