

# *WELDER LIBRARY RESOURCES QUICK GUIDE*

## eResources Quick Start Guide

**Step 1:** Go to the Welder Library webpage <https://www.umary.edu/academics/library/> and click on “Databases” (on the left-hand side).

**Step 2:** Enter your UMary email address and password. Click “Login.”

**NOTE:** If you are having trouble logging into this page, you will need to contact the OIT Help Desk. The library does not have access to this information.

**Step 3:** Choose the database you would like to use. The most widely used is “Academic Search Ultimate” (towards the top of the “General Databases”).

**Step 4:** Enter your search terms in the search box. Click “Search”.

**Step 5:** In your search results, you will see results with HTML Full Text and PDF Full Text available to view. These articles are ready for you to use. If you see the “request this item” link that means you will need to request the article through Interlibrary Loan.

**Step 6:** If you click on the title of any article, this will provide detailed information about the article. You can also use the tools on the right side of the screen to help you stay organized with your research.

**HINT:** If you are struggling to think of keywords for your search, look through the “subject terms” section.

**Step 7:** You can refine your results using the tools on the left side of the search results page. You can use the limiting tools to sort by Full Text, References Available, Scholarly (Peer Reviewed) Journals, Publication Date, Source Type, Language, and more.

## Interlibrary Loan (ILL) Quick Start Guide

### **Registering for an ILL Account**

**Step 1:** From the Welder Library webpage (first link above) click on “Interlibrary Loan” (on the left side of page). This will bring you to this link: <https://umary.illiad.oclc.org/illiad/logon.html>

**Step 2:** Click on “First Time Users.”

**Step 3:** Read through the instructions and click on “First Time Users Click Here” (scroll to the bottom of page).

**Step 4:** Fill out the registration form. When finished, click “Submit Information.”

**NOTE:** Please allow for 2-7 days for Interlibrary Loan requests to be processed and sent.

## Making an ILL request from an EBSCO database

**Step 1:** Choose the EBSCO database you would like to use and search for articles. Only EBSCOhost databases are *directly* linked to Interlibrary Loan. “Academic Search Ultimate” is one of these databases. To get articles found in other databases, please see the directions below for **Making an ILL request for an article or book**.

**Step 2:** In your search results, articles that are not HTML Full Text or PDF Full Text can be requested through Interlibrary Loan directly by clicking the “request this item” link.

**Step 3:** When you click on the “Request this item” link, the program will automatically prompt you to login to your Interlibrary Loan account.

**Step 4:** Once you have logged in the Interlibrary Loan article form will be automatically filled out for you. Review the information and click “Submit Request.”

## Making an ILL request for an article or book

**Step 1:** If there is an article or book you found referenced in a place other than EBSCOhost databases (in a footnote or bibliography for example), go to the ILL page and login to your account.

**Step 2:** For an article request, click on “Article” under New Request. For a book request, click on “Book” under New Request (both options are located on the left side of the page).

**Step 3:** Fill out the Article or Book Request form. The red asterisk \* represents required fields. Click “Submit Request” when you have completed the form.

## Welder Library Catalog Quick Start Guide

**Step 1:** Go to the Welder Library webpage (first link above) on umary.edu and click on “Library Catalog”. This will bring you to this link: [https://cdak.ent.sirsi.net/client/en\\_US/uml/](https://cdak.ent.sirsi.net/client/en_US/uml/)

**Step 2:** This will bring you to a page that says “Central Dakota Library Network” at the top. In the search box, type in your search terms (e.g. title, author and keyword). Click on “Search.”

**NOTE:** Welder Library is a member of the Central Dakota Library Network consortium. This allows you to place holds on books from other nearby North Dakota libraries and have them sent to Welder Library for pick-up. You will need to register your MCard at Welder Library in person to utilize this.

**Step 3:** To see what is available only at Welder Library, click on “View All” under the library heading (left side of page).

**Step 4:** In the popup window, scroll down to the bottom of the list and click “Welder Library – University of Mary”. Then, click “Include” at the top.

**Step 5:** Click on the title of any item to see more info. By doing this, you can find the shelf number of where the item is located in the library. You can also see if the item is available or checked out.