

# Southwestern Illinois College

## Library Services for Online Students

### LIBRARY COLLECTIONS AND SERVICES

SWIC Libraries are located on each of the three campus locations and virtually at [www.swic.edu/library](http://www.swic.edu/library). Collections include online databases, electronic resources, books, magazines & journals, newspapers, video recordings (VHS & DVD) and audio recordings (CDs). Services include lending of materials, interlibrary loan, reference, class reserves, computer access, and reciprocal borrowing.

### BORROWING PRIVILEGES

Online students are entitled to borrowing privileges at all three campus library locations as well as to reciprocal borrowing privileges at Southern Illinois Learning Resources Cooperative (SILRC) libraries and Info-Pass borrowing privileges. (See SILRC & Info-Pass below.) A valid SWIC library card with barcode is required for borrowing.

### LIBRARY CARDS / BARCODES

There are two ways to obtain a SWIC library barcode.

- By Mail: Apply online for a library borrower's card with barcode by filling in and sending this application <http://www.swic.edu/library/INETCardApplication.htm>. Online applications are processed promptly. You will receive a SWIC library card with barcode by mail.
- On Campus: Obtain a SWIC student ID at the appropriate campus office. Visit the library front desk in order to receive a library barcode.

### LIBRARY CATALOG

The SWIC library catalog, SILNET, can be searched online through the library website: [www.swic.edu/library](http://www.swic.edu/library). SILNET provides access to the holdings of SWIC libraries and 80+ other libraries in Southern Illinois, approximately 2.5 million items. The catalog offers search, request, & account access capabilities. A library barcode is required to place requests and for individual account access.

### LIBRARY AND REFERENCE HELP

- Library: General information about library materials and services may be obtained by calling the library circulation desk at any campus library: Belleville Campus Library (618) 235-2700 ext. 5204 or ext. 5597; Granite City Campus Library (618) 931-0600 ext. 6654 or ext. 6653; Red Bud Campus Library (618) 282-6682 ext. 8190.
- Reference: For help with using the online catalog, library databases, or general reference questions and assistance please call: Belleville Campus Library Reference (618) 222-5597 or (618) 222-5236; Granite City Campus Library Reference (618) 931-6654; Red Bud Campus Library Reference (618) 222-8190.

### INTERLIBRARY LOAN SERVICE

Materials available for loan in libraries and copies of journal, magazine and newspaper articles may be requested through interlibrary loan. A valid library barcode and PIN (personal identification number) are required. Students are assigned PINs with the library barcode. PINs are four-digit numbers corresponding to the users' birthday month and birthday day. (Example: April 29 = 0429.)

- SILNET (Direct interlibrary loan): Using a library barcode & PIN you may place a request for items located in the SILNET catalog. Items requested are delivered to the SWIC campus library of your choice. You will be notified of your request's arrival by telephone.

- Interlibrary Loan Form: Links to other library catalogs (WorldCat, I-Share, Lewis & Clark Library System) are provided on the SWIC library website. Request any item or article by using the “Request Books, Videos, Etc.” or “Request Articles” online forms located on the library website or visit the library to obtain a paper form. Items requested are delivered to the SWIC campus library of your choice. You will be notified of your request’s arrival by telephone.

## **ELECTRONIC DATABASES AND OTHER ELECTRONIC RESOURCES**

SWIC libraries offer a variety of online resources through the library website. (See listing below.) These resources include major magazine, journal & newspaper databases as well as academic reference tools and ebooks. Off-campus access to most of these sources is through an EZ-Proxy program requiring a username and password. To obtain the username & password required for off-campus access, please see the **Online Student Information** letter you received in the mail under the “**Library Services for Online Students**” section or call one of the SWIC campus library and identify yourself as an online student.

- **MAGAZINE, JOURNAL & NEWSPAPER DATABASES**
  - Academic Universe
  - CQ Researcher
  - EBSCOhost (Includes the multidisciplinary database *Academic Search Premiere, Associates Programs Source, Business Source Elite*, and 14 other databases.)
  - OCLC FirstSearch (Include *ArticleFirst, ECO, Medline, WorldCat* and 9 other databases.)
- **ELECTRONIC RESOURCES**
  - Books in Print
  - Britannica Online
  - College Blue Book
  - Copyright for Schools
  - Credo Reference
  - Dictionary of American History
  - Encyclopedia of Education
  - Encyclopedia of Genocide
  - Encyclopedia of Philosophy
  - FindLaw
  - Global Road Warrior
  - HarpWeek
  - In the First Person
  - International Encyclopedia of Social Sciences
  - Library Spot
  - Major Acts of Congress
  - NoveList
  - NoveList K-8
  - Oxford English Dictionary
  - RefDesk
  - Searchasaurus
  - Westlaw

## **SILRC & INFOPASS / RECIPROCAL BORROWING**

- SILRC Libraries, including most community college libraries in southern Illinois, will lend materials directly to a SWIC library card holder. Present the card at the library front desk. A list of SILRC Libraries may be viewed at: <http://www.silrc.org/>.
- Info-Pass offers SWIC library users one-time borrowing privileges at participating St. Louis Regional Library Network member libraries. Academic, special and school library are members; including SIU-E, St. Louis University, and Washington University. View a list of members here: [http://www.slrln.org/wst\\_page3.html](http://www.slrln.org/wst_page3.html). Contact a SWIC Librarian to obtain an Info-Pass. Note: materials borrowed by Info-Pass must be returned to the owning library. [http://www.slrln.org/wst\\_page3.html](http://www.slrln.org/wst_page3.html)