

# Wayland Baptist University

## Learning Resources Center

### External and Virtual Campus Students' Resource Guide

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#### Looking for journal articles?

To search for journal articles in Wayland Learning Resources Center's collection of over 90 online databases all you need is access to a computer, connection to the Internet, and your own unique **EZProxy log-in** (see below).

Your EZProxy log-in is comprised of your username and your password.

- Your username is your WBU student ID number. That number is a nine digit number that includes zeros. It looks something like this: **000012345**.
- Your password is the first 3 letters of your first name and the first 3 letters of your last name *in lower case letters*. It looks something like this: **johsmi**.
- If for any reason your EZProxy log-in does not work, feel free to e-mail [LRCREF@wbu.edu](mailto:LRCREF@wbu.edu) or call toll-free 1-800-459-8648.

*In other words, your EZProxy log-in is exactly the same as your original Blackboard log-in.*

After you have your EZProxy log-in:

- Go to Wayland's Learning Resources Center website at <http://library.wbu.edu>
- Click on **ARTICLES & DATABASES**
- Click on a particular subject or click on **all databases**
- Pick appropriate database(s) (*At this point you will be asked to enter your EZProxy log-in*) and begin search.
- Note: if you want to only access the articles which you can print off immediately, then you must click on **Full Text** before searching for information.

You may click on **tutorials** for more help and many databases have their own **help** page to help you use that particular database.

Articles and citations may be downloaded and printed free.

#### Looking for books and other stuff?

To search online for books, CDs, DVDs, and other media in Wayland Learning Resources Center all you need is access to a computer with a connection to the Internet. Then:

- Go to Wayland's Learning Resources Center website at <http://library.wbu.edu>
- Click on **BOOKS AND MORE**
- Enter search terms (subject, author, title, or keyword)
- Click **Search**.

You may click on **tutorials** for more help.

After you have found the particular materials you need, go back to the main library web page and click on **DISTANCE STUDENTS** which is in the list on the left-hand side of the screen. Scroll down to **REQUESTING MATERIALS** and click **REQUEST A BOOK** or **REQUEST AN ARTICLE**, fill out the form, and click **Send Request**. We will then check those materials out to you and send them directly to your home or APO/FPO address by express mail entirely free of charge. *All postage--including return postage--is prepaid.* At this time we are only able to provide this service to students and faculty residing in the United States or having an APO/FPO address.

*You may checkout as many books or other materials as you need--there is no limit.*

You may also request materials by e-mail ([LRCREF@wbu.edu](mailto:LRCREF@wbu.edu)), phone (1-800-459-8648), or fax (806-291-1964).

Undergraduate students may check out materials for 4 weeks at a time. Graduate students may check out materials for 5 weeks at a time. If you need to keep materials longer just let us know and we will renew those materials for you.

## **What about NetLibrary?**

Wayland's collection of books also includes over 40,000 e-books, complete books that can be accessed directly from your computer. After you have your EZProxy log-in (see above), you may read, download, or print information from these books at no cost to you. *Please note that you must use the NetLibrary link in order to access Wayland's e-books. Go to Wayland's Learning Resources Center website, click on **BOOKS AND MORE**, and then click on **NetLibrary**.*

## **What's a WorldCat?**

If Wayland does not have the particular book or books you need, try searching through *WorldCat*. *WorldCat* lets you know what books are available in thousands of libraries all over the world. To access *WorldCat* you need your EZProxy log-in (see above). After you have your EZProxy log-in:

- Go to Wayland's Learning Resources Center website at <http://library.wbu.edu>
- Click on **BOOKS AND MORE**
- Click on **WorldCat**
- Enter search terms (title, subject, or person)
- Click **Search**.

After you have found the books you need:

- Go to Wayland's Learning Resources Center website at <http://library.wbu.edu>
- Click on **Distance Students**
- Scroll Down to **Requesting Materials**
- Click on **Request a Book** or **Request an Article**
- Fill out the online form
- Click **Submit**.

This will initiate an **INTERLIBRARY LOAN REQUEST**. Interlibrary loan requests may take a few weeks to fill but are free to all current Wayland Baptist University students and faculty. At this time we are only able to provide this service to students and faculty residing in the United States or having an APO or FPO address.

## **Interlibrary loan (ILL)**

Don't despair. Even if Wayland doesn't have the books or articles you need, we can still help you find and get the books or articles you need through an interlibrary loan network. See above for directions on how to request items through this service.

## Contact us

If you encounter any problems at all using your EZProxy log-in, accessing our catalog, databases, e-books, or need further help finding the information you need, please let us know immediately:

- E-mail us at [LRCREF@wbu.edu](mailto:LRCREF@wbu.edu),
- Click **ASK A LIBRARIAN** and submit
- Call us at 1-800-459-8648
- Fax us at 806-291-1964

We look forward to hearing from you.