LIBRARY ACCESS DURING CAMPUS CLOSURES

A PRIMER FOR WASHINGTON ADVENTIST UNIVERSITY STUDENTS, FACULTY, AND STAFF

In circumstances of emergencies like severe weather, natural disasters, or disease epidemics that might require the closure of Washington Adventist University's campus for the safety of its students, faculty, and staff, you should be able to *remotely* access most of the information resources that are provided by Weis Library during normal operating conditions. While a lot depends on the nature and scale of the emergency, the main prerequisite for remotely using the library is a reliable Internet connection. Besides having reliable Internet, there are a few things you need to know about library access during campus closures.

WHAT YOU NEED TO KNOW

1 You must have credentials to remotely access the library.

A username and password is needed to access information resources like electronic books, journals, and videos through the library's website. The username and password you need are not the ones you use for your Windows or Gmail accounts. The library requires separate credentials. See How to Access Weis Library's Online Information Resources for directions.

2 You can use any computer or device to access the library.

Weis Library's website and the research tools available on it can be accessed by any computer or device with an Internet connection and web browser. This means you can do library research with your PC, laptop, tablet, or smartphone. Further, you can remotely access the library at any time day or night.

3 Most of the library's resources can be accessed online.

About 85% of the information *resources* available through the library can be accessed online. This includes e-books, journal articles, and videos that can be identified and accessed using the research tools described in the right column. But there are certain information *services* offered by the library that are only available in-person and when the campus is open, such as:

■ borrowing books and other physical items from the library.

■ borrowing books and other physical items through ILL.

■ placing books and other physical items on course reserves.

■ using the library's computers, printer, copier, and scanner.

■ using the library's individual and group study spaces.

■ using the library's special collections (e.g. Heritage Room).

■ bringing classes to the library for bibliographic instruction.

LIBRARY RESEARCH TOOLS

╬ WorldCat Discovery ╬

A searchable database containing records of the physical and electronic items available through the library, including books, journals, videos, e-books, music scores, streaming media and more. It identifies where physical items are located within the library and provides direct access to the electronic items.

╬ Online Databases ╬

A webpage that lists the online databases that are available through Weis Library. It describes and provides access to 50 general and specialized databases. These include reference, e-book, journal, video, and audio databases. They are listed alphabetically and by academic discipline or subject area.

╬ Journal Finder ╬

A searchable index of the journals and magazines that can be accessed electronically and in full-text through Weis Library's online databases. It includes popular and scholarly titles, and provides the date range available for each publication.

╬ Research Guides ╬

A webpage that lists library research guides for the academic programs and disciplines available at Washington Adventist University. Each research guide describes and provides links to the library's online databases that are best recommended for those fields of study.

WEIS LIBRARY CONTACTS

INFORMATION DESK:	301-891-4217
CIRCULATION DESK:	301-891-4220
LIBRARY DIRECTOR:	301-891-4222
CIRCULATION TECH:	301-891-4223
ACQUISITIONS TECH:	301-891-4218
CATALOGER:	301-891-4221