

## APU LIBRARIES RESEARCH TOOLS AND SERVICES

Tool/Service	Why to Use It	How to Use It	Special Info for Regional Center Students	Questions?
<b>Library Catalog – APOLIS2</b>	<ul style="list-style-type: none"> <li>Find books, ebooks, videos/DVDs, music scores, and journal/magazine/newspaper titles held by the APU Library system.</li> </ul>	<ul style="list-style-type: none"> <li>From the Libraries' Web site (<a href="http://www.apu.edu/library/">http://www.apu.edu/library/</a>), click the "Library Catalog – APOLIS2" link.</li> <li>Do a keyword, title, or subject search for your topic.</li> </ul>	<ul style="list-style-type: none"> <li>Through APU's Document Delivery service, you may request books housed at these locations: ECampus; WCampus; Theology.</li> <li>To use Document Delivery, click on "Request Materials (ILL)" on the APU Libraries Web site. Complete the online form and submit it. We will mail the book to your home.</li> <li>Mailing is free, and a pre-paid mailing envelope is included so that you can return the book to the Azusa campus. Books will be mailed to you within 2 business days of your request. You must mail the book back to the Azusa campus before its due date.</li> </ul>	<p>Catalog questions: Call or visit any library circulation desk. For more information, click the "Contact Info and Maps" link on the Library Web Site.</p> <p>Document Delivery questions: Contact Valery Zhakevich, Document Delivery Coordinator (626) 815-6000 x3276 <a href="mailto:documentdelivery@apu.edu">documentdelivery@apu.edu</a>.</p>
<b>LINK+</b>	<ul style="list-style-type: none"> <li>Borrow books free of charge from any of 50 LINK+ member libraries.</li> </ul>	<ul style="list-style-type: none"> <li>From the Libraries' Web site, click the "LINK+" link.</li> <li>Do a keyword, title, or subject search for your topic.</li> <li>Click the "Request this Item" link to submit a request for the book.</li> </ul>	<ul style="list-style-type: none"> <li>Requested books will be mailed to APU, and then sent to your home address.</li> <li>Mailing is free, and a pre-paid mailing envelope is included so that you can return the book to the Azusa campus. Books will be mailed to you within 2 business days of their arrival at the library (which is normally 2-4 business days after you submit your request). You must mail the book back to the Azusa campus before its due date.</li> </ul>	<p>Contact Jane Thorndike, LINK+ Coordinator (626) 815-6000 x3281 <a href="mailto:linkplus@apu.edu">linkplus@apu.edu</a>.</p>
<b>Interlibrary Loan (ILL)</b>	<ul style="list-style-type: none"> <li>Request books that are not owned by APU or a LINK+ library.</li> <li>Request copies of articles from journals to which APU does not subscribe.</li> </ul>	<ul style="list-style-type: none"> <li>From the Libraries' Web site, click the "Request Materials (ILL)" link.</li> <li>Fill out the form with the publication information for the book or article you need, and submit it electronically.</li> <li>The APU Libraries will find a library that owns the item and borrow a copy on your behalf.</li> <li>There is a \$2 per item charge for this service, and your items may take a minimum of 7-10 business days to arrive.</li> </ul>	<ul style="list-style-type: none"> <li>There is a \$2 per item charge for this service.</li> <li>Requested <u>books</u> will be mailed to APU, and then sent to your home address. A pre-paid mailing envelope is included so that you can return the book to the Azusa campus. Books will be mailed to you within 2 business days of their arrival at the library (which may be 7-10 business days after you submit your request). You must mail the book back to the Azusa campus before its due date.</li> <li>Requested <u>articles</u> will be emailed to you within 2 business days of their arrival at the library (which may be 7-10 business days after you submit your request). The copy is yours to keep.</li> </ul>	<p>Contact Larry Handy, Interlibrary Loan Coordinator (626) 815-6000 x3272 <a href="mailto:illdept@apu.edu">illdept@apu.edu</a>.</p>

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<b>Research Databases</b>	<ul style="list-style-type: none"> <li>• Find journal/magazine/newspaper articles, statistics, book reviews, ebooks, and encyclopedia entries on your topic.</li> <li>• Many databases provide instant access to the full text of the articles you find.</li> </ul>	<ul style="list-style-type: none"> <li>• From the Libraries' Web site, click the "All Databases" link.</li> <li>• Select a database from the alphabetical title list or use the drop-down subject menu to find databases related to your topic.</li> <li>• Do a keyword search for your topic in the database you have selected. Several databases allow you to limit your search to peer-reviewed publications.</li> </ul>	<ul style="list-style-type: none"> <li>• An APU NetID and password are required to access research databases from off campus. Use the same ID and password that you use for the Cougars' Den.</li> </ul>	<p>Call, visit, email, or chat online with a librarian. For more information, see the "Research Help" section of the Libraries' Web site.</p>
<b>Periodical Finder</b>	<ul style="list-style-type: none"> <li>• Locate the full text of articles for which you have publication information.</li> <li>• View the complete list of all journals, magazines, and newspapers to which the APU Libraries subscribe.</li> </ul>	<ul style="list-style-type: none"> <li>• From the Libraries' Web site, click on "Periodical Finder."</li> <li>• Search for the journal title (not the article title).</li> <li>• If the journal is available full-text, you will see a link. Click on the link to browse for the article. If no link is available, APU does not subscribe to the journal; you will need to use Interlibrary Loan to obtain a copy from another library.</li> <li>• Some journals are available in multiple databases, so check the date coverage listed.</li> </ul>	<ul style="list-style-type: none"> <li>• If the Periodical Finder indicates that the article you need is only available in print/microform at the Azusa campus, you may request a copy using the Document Delivery service (from the Libraries' Web site, click the "Request Materials (ILL)" link). We will copy the article and email it to you, free of charge.</li> <li>• Articles will be emailed within 48 hours of your request. The article is yours to keep.</li> </ul>	<p>Call, visit, email, or chat online with a librarian. For more information, see the "Research Help" section of the Libraries' Web site.</p>
<b>Research Assistance</b>	<ul style="list-style-type: none"> <li>• Librarians are available to help you with your research via phone, email, web-based chat, or in-person consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the links listed in the "Research Help" section of the Libraries' Web site.</li> </ul>		<p>Call, visit, email, or chat online with a librarian. For more information, see the "Research Help" section of the Libraries' Web site.</p>