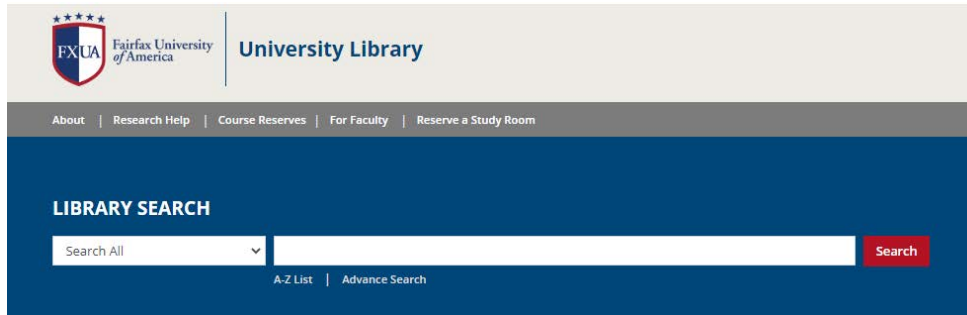


# Library Services

## Log into library databases from off campus



- 1) Begin at [library.fxua.edu](http://library.fxua.edu). Do a search using the EDS “Search All” box (shown above).
- 2) Click on an item you want.
- 3) When the sign-in page pops up, use your student or faculty portal username and password.

## Log into library catalog

- 1) Begin at [library.fxua.edu](http://library.fxua.edu). Select “A-Z List” tab. Scroll down to “Library Books” on the list.
- 2) Log into your library catalog account to renew books or place holds. Use your student or faculty portal username and password.

## Create a MyEBSCO account to download e-books

- 1) Begin at [library.fxua.edu](http://library.fxua.edu). Click on the “A-Z List” tab. Scroll down to Ebooks link.
- 2) Go to the “Sign In” link at the top of the page. Create a username and password for your MyEBSCO account. You’ll need a MyEBSCO account to download e-books. You can also save searches and articles, e-books, etc. in your MyEBSCO account.

## Interlibrary Loan Request

Want a book or article that the VIU Library doesn’t have digital access to, or doesn’t own? The FXUA librarians will get it for you. Here are two ways to create an interlibrary loan request (ILL).

### ILL - Option #1

- 1) Go to [library.fxua.edu](http://library.fxua.edu). Click “Research Help” tab, then “Interlibrary Loan” from drop-down menu.
- 2) Fill out e-form with your contact information and full citation information.



### ILL - Option #2

- 1) Do a search in EDS. Content that is not full-text will show a “Request this item” link (see below).

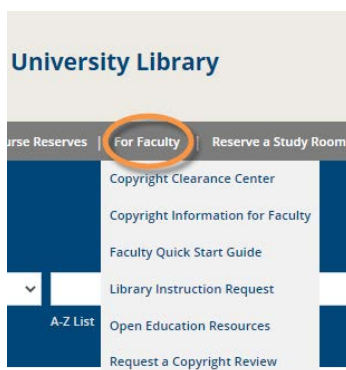


- 2) Click the “Request item” link.
- 3) When e-form opens, type in your first/last name, email address, and phone number. Allow 3 business days for best results.

## Copyright & Library Instruction

The VIU Library website has copyright resources for instructors. Find them by going to [www.library.fxua.edu](http://www.library.fxua.edu) and selecting the “For Faculty” tab near the top of the page. We offer four faculty-specific services:

- 1) **Ensure you can legally use items in course instruction.** Select “Copyright Clearance Center”. The CCC has a searchable catalog of 950 million permissions.
- 2) **Fair use question.** “Copyright Guide for Instructors” is a downloadable PDF about appropriate use of course materials.
- 3) **Library classroom instruction.** Select “Instruction Request”. Fill out the e-form.
- 4) **Ask librarians to do a copyright review.** Select “Request a copyright review.” Fill out the e-form.



A search alert is a way to find out when a new issue of a publication is released, and/or when a database gets new content added about a particular subject. Creating one in any database is fairly easy.

## How to Create a Search Alert

- 1) Go to ([www.library.fxua.edu](http://www.library.fxua.edu) ). Choose the A-Z tab above search box. Find the database you want, i.e. Academic Search Elite, Applied Science & Technology, Business Source Elite.
- 2) Type in your search terms in the search box, then click the “Search” button.
- 3) When the search completes, look for the Search History link below the search box.
- 4) Choose the “Save Searches/Alerts” link.
- 5) You’ll now see a pop-up screen for a MyEBSCO account. If you’ve created one, sign in. If you have not, then click on “Create a New Account” to sign up for one.
- 6) Once you are inside your MyEBSCO account, you can name your search alert.
- 7) Make sure you check the Alert box.
- 8) You can edit your alert if you want to add or delete search terms. Click on the “Edit Alert” link.
- 9) Here is an example of an emailed Search Alert from the Academic Search Elite database:

To: [kweis@viu.edu](mailto:kweis@viu.edu)  
Subject: Global Warming Search Alert TEST


The information below provides links to the 04/23/2017 02:32:36 AM Alert run for "Global Warming" on the Academic Search Elite database with 2 hit(s).  
Following the links below will bring you to the start of the article or citation.

Alert Run Date: 04/23/2017 02:32:36 AM  
Alert Name: Global Warming  
Database: Academic Search Elite  
Number of Hits: 2  
Search Strategy: (global warming)  
Frequency: Daily  
RSS Feed:  
<http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5183773>

Record Results

1. Global warming and mitigation potential of milk and meat production in Lombardy (Italy). By: Zucali, Maddalena; Tamburini, Alberto; Sandrucci, Anna; Bava, Luciana. Journal of Cleaner Production. Jun2017, Vol. 153, p474-482. 9p. DOI: 10.1016/j.jclepro.2016.11.037.  
<http://search.ebscohost.com/login.aspx?direct=true&db=afh&AN=122587810&site=ehost-live>
2. Influence of multiple global change drivers on terrestrial carbon storage: additive effects are common. By: Yue, Kai; Fornara, Dario A.; Yang, Wanqin; Peng, Yan; Peng, Changhui; Liu, Zelin; Wu, Fuzhong. Ecology Letters. May2017, Vol. 20 Issue 5, p663-672. 10p. DOI: 10.1111/ele.12767.  
<http://search.ebscohost.com/login.aspx?direct=true&db=afh&AN=122561388&site=ehost-live>

## Get notified when a favorite journal adds new content.

- 1) In Business Source Elite, click on Publications link.
- 2) Type in the name of the journal you want, then click the “Browse” button.
- 3) Click on the orange button  next to the desired publication title to set up an Alert.
- 4) Sign in to your MyEBSCO account to finish creating an email alert.
- 5) Choose the type of results format (Brief, Detailed, Bibliographic Manager).
- 6) Select “Alert on full text only” if you do not want citations to appear in your search alert.
- 7) Click the yellow “Save Alert” button when finished with your selections.