Many Foley Library databases and services require usernames and passwords.

**Library Search:** Sign in to your library account with the username and password you use for Blackboard and ZagMail.

**Databases from off campus:** Sign in with the username and password you use for Blackboard and ZagMail.

**ILLiad/Interlibrary Loan:** Create your own ILLiad username and password when you register for an account. Contact the ILL Office if you need help: ill@gonzaga.edu, 509-313-3824.

**RefWorks:** Use your Gonzaga email address as your username, then create a password when you register for an account.

**My NCBI:** Biology and health sciences students may want to create a My NCBI account in PubMed, a free online database from the National Library of Medicine. Set your My NCBI “Outside Tool” preferences to Gonzaga University’s library for easy access to online articles and ILLiad.

### TIPS

- Take the Online Library Orientation (OLO).
- Plan ahead. Articles requested through ILLiad take a day or so. Print books can take a couple of weeks to get to you.
- Keep your ILLiad account up to date with a current home address and email.
- Canadian students: GU professors might be willing to deliver or return books. Make those arrangements with your professor and then notify us at: ill@gonzaga.edu.

### SCHEDULE A RESEARCH APPOINTMENT

Look for this research appointment button on the library homepage or go to: researchguides.gonzaga.edu/researchappointment

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**LIBRARY HOURS**

**FALL & SPRING SEMESTERS**

| MON-THURS    | 7:30am—2am |
| FRIDAY       | 7:30am—9pm |

Hours reduced for holidays and breaks.

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**Distant & Online Students**

**Foley Center Library Services**

2018-19

researchguides.gonzaga.edu/distant

www.foley.gonzaga.edu

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**WHERE TO START**

Go to Tutorials on the right side of the library’s homepage and view the Get Started tutorial for a quick introduction to Foley Library.

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**OLO: A BETTER WAY TO START**

We recommend all GU graduate students take Foley’s Online Library Orientation (OLO) at the beginning of their program.

http://researchguides.gonzaga.edu/OLO

The OLO is an introduction to Foley Library. It focuses on practical instruction and opportunities to “get your hands dirty” using library resources. You will learn how to search databases effectively and how to get articles and books. We’ll also introduce you to RefWorks, one of our most popular resources.

Customized OLOs for some programs and classes are listed on the Tutorials page.

http://researchguides.gonzaga.edu/tutorials

For OLO info, contact Theresa Kappus kappus@gonzaga.edu

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WELCOME!

The faculty and staff at Foley Library are committed to providing excellent service to all Gonzaga University students, wherever they are. If you are a Zag, we are YOUR library!

Library Services for Online & Distant Students: http://researchguides.gonzaga.edu/distant

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**LIBRARY LOGINS DEMYSTIFIED**

Need help? Ask us! We are here to help you succeed.

Call 800-498-5941
Text 509-730-5979
Email refdesk@gonzaga.edu

Chat With a Librarian 24/7

Look for the chat box on library web pages.

Make an appointment with a librarian for help with your research projects. Meet in person, by phone, or online.

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Foley Center Library
Gonzaga University
502 E. Boone
Spokane, WA 99258-0095 USA

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Revised. 8/29/18-tk
Use Library Search to find and request print books from Foley Library's collection. Graduate students can check out a book for the semester and renew it twice if no one else needs it. Books in other libraries may be requested through ILLiad. (see below).

ILLiad / INTERLIBRARY LOAN

ILLiad is our interlibrary loan and document delivery service. If we don't have a book or an article you need, we can usually get it from another library through interlibrary loan (ILL). Register for an account and then use ILLiad to:

- Request any article not available online.
- Request books not found at GU. Articles are posted to your ILLiad account within 1-2 days (often faster!). Books are mailed, so allow plenty of time. ILL loan periods vary, but are typically 4 weeks. You may request one renewal, but because ILL books belong to other libraries, renewals cannot be guaranteed.

For more information about ILL & ILLiad: https://researchguides.gonzaga.edu/ILL

MAIL SERVICE

- The library mails books to distant students who live 35+ miles from campus (US and Canada only). Students are responsible for the return postage.
- Keep the due date in mind and renew or return books on time. If you have questions, contact ill@gonzaga.edu.

LOG IN

Try logging into a library database from off campus ASAP with the same username and password you use for Zagmail and Blackboard. Contact IT Support Services: 509-313-5550 /techsupport@gonzaga.edu for assistance.

ZAGMAIL

Official announcements and notices from Gonzaga University and Foley Library are sent to your GU email account. Check messages in your account at: http://zagmail.gonzaga.edu.