Many Foley Library databases and services require usernames and passwords.

**Library Search:** Sign into 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**

- Plan ahead. Articles requested through ILLiad take a day or so. Print books can take up to 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.
- Ask a librarian for help.

**WHERE TO START**

1) 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.

2) Find a Research Guide for your field of study under this button on the library homepage.

**THE 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

This introduction to Foley Library focuses on practical instruction and gives you 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
Use Library Search to find and request books from Foley Library's print 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 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 for you from another library. 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 a renewal, but ILL books belong to other libraries and renewals cannot be guaranteed.

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

CITING SOURCES WITH REFWORKS

With RefWorks you can create, store, and organize your own database of references and then instantly generate bibliographies in APA, MLA, Chicago or whatever style you need. Use the RefWorks Write-n-Cite or ProQuest for Word option when writing a paper to format in-text citations and create your list of references from those citations.

The link to RefWorks is on the library homepage. Create an account using your Gonzaga email address. RefWorks has great online tutorials to help you get started. For more help, contact the library or go to: [researchguides.gonzaga.edu/Citing Sources](https://researchguides.gonzaga.edu/Citing Sources)

TECHNOLOGY TOPICS

LOG IN
Try logging into a library database from off campus ASAP with the 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](http://zagmail.gonzaga.edu).