

## What We Offer

### Internet access to:

- < the Library's online catalog
- < online databases
- < electronic journals and books
- < AU dissertations online
- < classes on d2l.andrews.edu
- < electronic reserves.

### To help you with your research there are:

- < online subject guides
- < online database guides
- < online tutorials.

### Through the web site you may also:

- < ask a librarian for assistance
- < request a consultation with a reference librarian.

## To Find Books

- < Search JeWeL, the library catalog. Remember that some books are available electronically.
- < Students with US addresses may request books available in James White Library by using the Book/Dissertation Request Form.
- < Students may also check WorldCat to see what libraries in their state have the books they need for onsite use.

## To Find Articles

- < Search our online databases.
- < Use our online indexes and Periodicals A to Z listing to find print and electronic journals.
- < Articles not available in James White Library may be requested through Interlibrary Loan. For more information see the OCLS web site.

## Need Help ?

### Reference

1-800-253-2874 (toll free) x3283  
askjwl@andrews.edu

### Technical

1-800-253-2874 (toll free) x6242  
  
<http://www.andrews.edu/library/ocls/offcamp.html>

## Getting Help

James White Library provides research assistance, technical support, online guides and tutorials.

Links to these resources and Frequently Asked Questions are provided on the Off-Campus Library Services (OCLS) web site.

## Use of Local Libraries

Libraries in your area may provide you with access to resources and services, particularly Interlibrary Loan facilities. However your academic research needs are not their main priority. Please do not hesitate to contact us if you have any questions or require any assistance. That is what we are here for!

## What You Need

### **1. An Andrews University User Name and Password or an Andrews University Email Account Name and Password**

If you do not have either one, online applications can be found on our website:

<http://www.andrews.edu/remotel/>

Some services offered by James White Library are restricted. You will need to use User Name and Password when you wish to use any restricted your services which are denoted by the access symbol.

### **2. Internet access and an email address**

- < A connection to the Internet via an Internet Service Provider (ISP), and
- < An email account from Andrews University, your Internet Service Provider, or an Internet email service such as Hotmail, Yahoo, etc. Andrews email account is preferred.

### **3. Adequate computer hardware and software**

The following configuration is recommended for access to James White Library's online resources. A lower configuration may cause frustrating delays.

Operating System:	Windows 98 or later version
Memory:	64MB RAM
Modem:	56 kbs
Monitor/screen:	XGA Monitor
Web Browser:	Internet Explorer 6 or above Firefox 1.0 or above, or

## Off-Campus Library Services

from James White Library are available to **all registered students, faculty and staff of Andrews University.**

Eligible students include those registered for online courses, distance education courses, extension schools, field schools, Home Study International courses, continuing dissertation credit, or those on-campus students who simply choose to access the Library from an off-campus location.

To use these services go to the  
*Off-Campus Library Services* web site:

<http://www.andrews.edu/library/ocls/offcamp.html>

## Faculty Support Services

- < Library Instruction for faculty prior to teaching online or off-campus classes.
- < Library Instruction and library tours for students taking on-campus classes.
- < Bookmarks and promotional materials for students taking off-campus intensives.
- < Online Library Manual for Andrews University Faculty.
- < Toll-free access number to Andrews University – contact ITS for details.

## Contact Us

1-800-253-2874 (toll free)  
extension 3283 (reference)  
extension 6242 (technical)  
1-269-471-3283 (local reference)  
1-269-472-6242 (local technical)  
1-269-471-6166 (fax)

Email: [ocls@andrews.edu](mailto:ocls@andrews.edu)

<http://www.andrews.edu/library/ocls/offcamp.html>

For additional information on distance courses  
available at

Andrews University, please visit our  
**Center for Distance Learning &  
Instructional Technology:**  
[www.andrews.edu/dlit](http://www.andrews.edu/dlit)



Andrews University

# Off- Campus Library Services

For

- < Students
- < Faculty
- < Staff

Resources for a  
global learning community