Top things you need to know to get started using the library

Know how to find out when the library is open.
Look on the left column of the library Website for the hours the library is open, click to look for hours for each library of the four libraries or library department.

http://wiu.edu/libraries/info/hours/

Sign up for these accounts to borrow books and other things.

Go to the Inter-Library Loan link on the left side of the library home page.

http://wiu.edu/libraries/interlibrary_loan/

Make sure to create and account for these 2 tools so you can borrow things from other libraries. Here is a guide to show you how to sign up for and use both.
http://wiu.libguides.com/interlibraryloan

- **IShare**- Borrow items in Illinois libraries. You create account with username and password, also enter library ID and your last name when is created so iShare knows you are from WIU. Use for books, videos, etc WIU doesn’t have.

  http://wiu.libguides.com/interlibraryloan/

- **Illiad**- Borrow items from libraries around the world. You create account with user name and password. Use for journal articles WIU doesn’t have and books WIU and iShare don’t have.

  http://illiad.wiu.edu/illiad/logon.html

Use the Research Guides to learn how to find books

Look on the left column of the library Website for Instruction/Guides, use
the yellow slide out menus to go to the guide home page or guides for a specific class.

http://wiu.libguides.com/index.php

Ask a Librarian if you have questions. Look on the left column of the library website. Pick an option to contact a librarian using email, chat, text message, in person or by phone.

http://wiu.edu/libraries/help/

How to log in to the library computers
eCom (email username and password like used for Zimbra email, Western Online etc)

How to login to get journal articles when you are off campus
Use your Ecom or Library ID in the “Remote Authorization” form that comes up when you click to enter a database from off campus

Know how to check you library My Account
The MyAccount tool is part of the library catalog WestCat. You can get to it in the middle of the library page on the Books Tab, you can use it to reserve or renew books, including renewing books borrowed from iShare.

Library ID 21711 + your 9 digit ID number

Printing from the Library
Print from computer, got to print release stations computer by printer. Login with your ecom (email id). Pick print job from list, then print. You can also print from any release printer station on campus.