

**Ottawa MST Program - SUNY Potsdam Libraries Fall 2010  
GETTING BOOKS, ARTICLES, ETC.**

Library guide page for Ottawa MST program - <http://potsdam.libguides.com/ottawaMST>  
College Libraries home page - <http://www.potsdam.edu/library>

Campus Computer Account (CCA)	
<b>CCA Username</b> = first six (6) letters of last name, followed by first letter of first name, first letter of middle name and college year when accepted-1816 (e.g. 2009-1816=193) E.g.: John or Joanna J. Doe - username doejj193	<b>CCA Password</b>  Sent to your home address

<b>LOGINS:</b> Access to Potsdam only resources from off campus		
<b>DATABASES:</b> Find articles in ERIC, Education Research Complete, PsychINFO, etc. From Library Guide page - Click "Articles" > choose database	<b>ILLIAD:</b> Send book and article requests, view articles. From Library Guide page – Click "Articles" or "Books" > under "Get Books or Articles" > click "Connect to ILLiad"	<b>BEARMAIL:</b> <b>bearmail.potsdam.edu</b> E-mails about articles and books requested in ILLiad, etc.  (Also <b>BLACKBOARD:</b> <a href="http://bb.potsdam.edu">bb.potsdam.edu</a> Course documents in some courses) and BearPAWS
CCA Username	CCA Username	CCA Username
CCA Password	ILLiad Password: default = ill (change it)	CCA Password

<b>Finding BOOKS, VIDEOS, Etc.</b> May be supplied through home delivery or online		
<b>1) Search WorldCat</b> Click "Books, media, etc." > "WorldCat" Log in with your CCA TIP: To limit to <u>Potsdam books</u> (you <u>can</u> request titles we don't own) In WorldCat - Click "Limit availability to" Items in my library TIP: To limit to children's books – Change Subtype Limit "Any Audience" to Juvenile		<b>OR: Search BearCat</b> (Potsdam's catalog.) Copy and paste book information in ILLiad
<b>2) Place Requests in WorldCat</b> Do a search. Click "See more details for locating..." under title. Click "Request interlibrary loan" Enter ILLiad username, password TIP: In some cases you may wish to obtain the item yourself, from a local library. Consider the Sm@artLibrary program – see <a href="http://smartlib-bibliogen.ncf.ca/Pages/services-e.htm">http://smartlib-bibliogen.ncf.ca/Pages/services-e.htm</a>		
<b>3) For Delivery When Needed:</b> Send Requests <b>AS SOON AS POSSIBLE</b>	<b>4) The Coordinator may contact you</b> about supply options	<b>5) DELIVERY</b> will be to your home address or online. <b>Physical materials must be returned</b>

Potsdam HELP!! Library toll-free number - 866 / 389-2839 - ask for the area or person you want		
<b>ALL library issues and questions</b> <ul style="list-style-type: none"> <li>Holly Chambers 315 / 267-3312 chambehe@potsdam.edu</li> </ul>	<b>Reference Librarian</b> <ul style="list-style-type: none"> <li>IM Screen Name PotsdamLibrary (AIM ; MSN ; Yahoo ; GTalk, Meebo)</li> <li>315 / 267-2485, ask for Reference Desk</li> </ul>	<b>ILLiad / Interlibrary Loan</b> <ul style="list-style-type: none"> <li>315 / 267-2489</li> </ul> <b>Circulation</b> <ul style="list-style-type: none"> <li>315 / 267-2485</li> </ul>

**Finding ARTICLES**

**Choose and search a DATABASE:** From the Library Guide

Click: "Articles" > name of article database

Log in: Campus Computer Account username and password

TIP: **Canadian newspapers:** Try Lexis-Nexis. 1) On library home page click Newspaper search > Lexis-Nexis 2) Click Sources > Browse Sources > Filter by Country (Region, Topic if desired) 3) Click News > Newspapers 4) Select titles, click OK. Do search.

**Is the article ONLINE?**

Click: ArticleLinker  in database citation to search for text

TIPS: ArticleLinker links appear in most Potsdam article databases

**For printed citations - Use Citation Linker**

From home page menu bar - Find Articles > Citation Linker to see if a cited article or journal is online

**If the article ISN'T online – make an ILLiad request with**

ArticleLinker  Requested articles are supplied **online**

ArticleLinker search result – article not online or in print

**Search criteria:**

**Article:** The Roles of Nondisabled Peers in Promoting the Social Competence of Students with Intellectual Disabilities in Inclusive Classrooms.  
**Author:** Cozzul, Marilyn Challis  
**Journal:** Exceptionality Education Canada  
**ISSN:** 1183-322X      **Date:** 01/01/2004  
**Volume:** 14      **Issue:** 1      **Page:** 23

Sorry, no holdings were found for this journal in SUNY Potsdam libraries.

Please see additional options below for finding this journal.

**Additional Services**

[Request via InterLibrary Loan \(ILLiad\)](#)

a. Click on "Request via Interlibrary Loan (ILLiad)"

b. Enter ILLiad username and password

c. Article information will appear in ILLiad article request form

d. Press "Submit Request" button

**When an article is in print in the Libraries, the ArticleLinker link to ILLiad is not available in the database you are searching, or your citation is in print**

Use "Request an Article" form in your ILLiad account

**For Timely Online Article Delivery –**

**MAKE REQUEST AT LEAST FOUR BUSINESS DAYS Before You Need It** for articles in journals Potsdam owns. Other journals may take longer.

**ASK US 24/7**

24 hour online help by librarians

From Library Guide – Click "Help" > AskUs 24x7

**Potsdam HELP!! Library toll-free number - 866 / 389-2839 - ask for the area or person you want**

**ALL library issues and questions**

- Holly Chambers  
315 / 267-3312  
chambehe@potsdam.edu

**Reference Librarian**

- IM Screen Name PotsdamLibrary  
(AIM ; MSN ; Yahoo ; GTalk, Meebo)
- 315 / 267-2485, ask for Reference Desk

**ILLiad / Interlibrary Loan**

- 315 / 267-2489
- Circulation**
- 315 / 267-2485

Ottawa MST Program - SUNY Potsdam Libraries Fall 2010

<b>Potsdam HELP!! Library toll-free number - 866 / 389-2839 - ask for the area or person you want</b>		
<b>ALL library issues and questions</b> <ul style="list-style-type: none"><li>Holly Chambers 315 / 267-3312 chambehe@potdam.edu</li></ul>	<b>Reference Librarian</b> <ul style="list-style-type: none"><li>IM Screen Name PotsdamLibrary <small>(AIM ; MSN ; Yahoo ; GTalk, Meebo)</small></li><li>315 / 267-2485, ask for Reference Desk</li></ul>	<b>ILLiad / Interlibrary Loan</b> <ul style="list-style-type: none"><li>315 / 267-2489</li></ul> <b>Circulation</b> <ul style="list-style-type: none"><li>315 / 267-2485</li></ul>