



Using the Penn State Libraries System



PennState
World Campus

How Penn State World Campus Students Can Use the Penn State University Libraries System

The Penn State Library is an invaluable resource for Penn State World Campus students. It provides an unlimited amount of information and resources for your academic and personal research interests. You will first need to learn how to use the library to improve the quality of your course work and develop your ability to evaluate the credibility of information. Librarians love to help students, and these tips should help you begin to access all that the library has to offer.

Ask-A-Librarian



Ask-A-Librarian is a service staffed by library professionals. We monitor chat and email and respond to all student questions. You can access Ask-A-Librarian at libraries.psu.edu/ask or via Canvas using the Library Resources tab. Ask-A-Librarian is staffed from 8:00 a.m. to 8:00 p.m. (ET) Monday through Friday. We review chats and email when it is not staffed, and we will respond to you as promptly as we can. You can ask about anything, from how to create citations to where to find an article or request materials.

Research consultation



Ask-A-Librarian is great for short questions or simple requests. However, you might find you need more intensive research help if you are struggling with a research question or locating sources. Then a longer research consultation is more suitable. These appointments can happen via Skype, Zoom, another video conference, phone, or email. In order to arrange for a research consultation, please fill out this [form](#).

Library Resources tab in Canvas



In Canvas, you will see a Library Resources tab in the left-hand navigation menu. In this tab, you will have a library guide, a list of E-Reserves, any E-Books for your course, and the Ask-A-Librarian

chat window. This is an easy way to use the library directly in Canvas. Library guides are created for your subject and provide you with databases that are helpful for your subject as well as related tutorials or information skills. E-Reserves are articles or book chapters that your instructor will use in the course. E-Books are books that the library has, which are placed in your course so that you do not have to buy the books. You can see what [E-Books](#) are available every semester.

Online tutorials



We have created several tutorials that can help you with such tasks as creating citations, finding pictures, learning how to evaluate credibility, or developing a research topic. These come in the form of videos and library guides. Some of our more popular guides are Video Resources, Citations, EndNote, Data Management toolkit, Finding Data, Using Databases, Patents, and Dissertations. You can check out a full list of tutorials [here](#).

Digital badges



We offer digital badges as a way to improve your ability to evaluate credibility of resources, improve your search methods, and increase your ability to appropriately cite sources. These are available at badgesapp.psu.edu. Simply create an account using your Penn State log-in and search for

group 35. This is the information literacy digital badges group. Choose the badges that interest you and start earning them! Some of your courses may have you complete badges, but you can also do them on your own. Librarians provide you with personalized feedback.

Pro search tips



There are a few simple ways to begin searching like an expert. When you go to libraries.psu.edu, use keywords instead of full sentences. Connect these keywords with words like AND, OR, and NOT and group keywords into phrases using quotation marks. Refine your searches with the menu that lets you choose between scholarly articles, type of resource, publication date, and discipline. When you find a result that interests you, look at the preview to see keywords that the author used to describe the paper. You can use these in future sources. When you find a resource that helps you, look at the bibliography to see whom they have cited. These will get you on your way to savvy searching!

Interlibrary Loan account



Although we have a tremendous number of resources available in the Penn State Library, there are some books or journals that we do not have. This is where [Interlibrary Loan](#) comes in. This is one of only two services in the library that requires an additional account. Make sure that you enter a correct address and be aware that we cannot ship to P.O. boxes. The most important thing to remember about this service is that the books have a different recall timeline than Penn State–owned materials.

Subject specialists



Did you know that the Penn State Library has more than 90 subject librarians with in-depth expertise about the majors and programs offered at Penn State? There are a few different ways to locate your subject librarian. You can go to the [subject guides](#) and find the guide for your subject. It will have the contact information for the librarian who owns that guide. You can also search a [webpage](#) with all of the subject guides listed.