Requesting Library Materials for Delivery to UTES

1. Click on ILS Login (under "Students, Faculty and Staff at UT")

![Students, Faculty and Staff at UT](image)

2. Login with your UTEID and password.

First time users, click on **change user information** (located at the bottom of the list on left side).

- For **address fields**, use UT Elementary's address.
- For **department**, select UT Elementary (under Education).
- For **location status**, select remote delivery.

This registration is a one-time sign up. Now you are ready to request materials.

3. On the left-side of the page, you can see options for new requests.

This is where you request materials we own and those we may borrow from others.

![New Requests](image)

Fill out the required information for materials (denoted in red, but the more information, the better!) and **submit**.

4. Pick up and return materials at the UTES front office. Reusable mailing bags and labels will be provided.

Electronically received materials ("Get a Scan") are found under "View" on the left side of the page.
For more information about ILS remote delivery, go to http://www.lib.utexas.edu/services/ils/remote.html

Loan dates vary by item and all materials are subject to recall. Keep an eye on your checked out items for due dates.
Searching the Catalog (in Youth and K-12 Curriculum Collections)

1. From homepage (http://www.lib.utexas.edu) click on "catalog" tab
then click "advanced catalog search"

2. Have a book in mind? Search by title or author. You can also search in any field by keywords to browse the collection. Adjust in dropdown menu.

For location, change to youth (or K-12 textbooks & curriculum).
This narrows the focus and searches just the collection selected.
3. Click **go**, and you can now search the catalog!

Materials listed with current status **available** can be requested.
Searching in an EBSCO Education Database

1. From the Library homepage, mouse over "Research Tools" and click on "Research by Subject" in the drop-down menu.

2. Scroll down or click on E for Education, where you'll find research guides and a databases page. Click on the databases page.

3. From the Education databases page, scroll down and select ERIC (2 ERICs are listed, but for this tutorial select the top one).
Login with your EID.

4. With EBSCO databases, you have the ability to search multiple databases at once. To use this feature, click "choose databases".

A pop up window with other databases to select will open. All EBSCO databases have descriptions and brief overviews. Access this by clicking on the dialog box next to the title.

Another EBSCO education database to include is Education Source Complete. Add a database by checking the box next to it. Delete one by unchecking it. Click OK at the bottom to return to searching. You can do this at any point in your search.

5. Using Boolean terms (AND/OR/NOT), fill in the search bubbles.

AND limits your search (this AND that)
OR expands it (this OR that)

and NOT is used to exclude results (this NOT that)

6. On the left side are ways to refine your results. Some of the most helpful include limiting to full text, peer reviewed articles, or changing the date range.

7. If an article is not available full text through EBSCO but has the "Find it at UT" button, this article is available to you through a different database. Click "Find it at UT" to access.
8. Other helpful tips for searching:

- Use the same search line for related topics.
- Use new search lines for new ideas.
- The number of results you want varies, depending on your research. Typically, you want between 5 and 150 results to evaluate per search.