Welcome

SMU's Central University Libraries welcome you to Southern Methodist University. We hope that your studies and research at SMU are productive. SMU Distance Learning Library Services are here to assist you in your library and information needs.

Please do not hesitate to contact us if you need any assistance.

Purpose

The purpose of SMU Distance Learning Library Services is to support the teaching and research of SMU students and faculty who work and study beyond SMU's physical campus in Dallas.

Suggestions & Feedback

If there is anything we can do to improve our service, please let us know. You may use any of the contact methods listed on the front of this brochure.

If you live in or near Texas

Dallas Area Residents

If you live in, or near, Dallas, you are welcome to use any of the libraries on the SMU campus in Dallas or the Library Resource Room at SMU-in-Legacy in Plano. Hours and additional information about the libraries can be found at:
<http://www.smu.edu/cul/>

Texas Area Residents

If you live in, or near, Texas, you may want to request a TexShare card. The TexShare Card program allows SMU students, faculty, and staff to borrow library materials from other academic and public libraries in Texas. For more information about TexShare, including participating libraries, see: <http://www.texshare.edu/>. To request a TexShare card in order to borrow from other libraries, just contact us.

08/2004

Distance Learning Library Services

a division of
Central University Libraries,
Southern Methodist University

Contact Information

Web
www.smu.edu/cul/distance/

E-mail
DLLS@mail.smu.edu

Telephone
(214) 768-1123

Distance Learning Librarian
William (Bill) Jenkins

Your SMU Library Card

Your Library Card is your key to library services, even if you never visit one of SMU's libraries in Dallas.

In order to access certain library services, you will need the 14-digit library barcode number that is on your library card.

Requesting a card

If you do not have a library card, you may request one by visiting our webpage. We will send you a card immediately. Your library card is valid as long as you are enrolled in a credit-bearing course.

SMU Online Resources

SMU Libraries have purchased access to hundreds of indexes, databases, reference resources, electronic journals, magazines, newspapers, and more.

You can browse SMU Online Resources by title or by subject via the Web at: <http://www.smu.edu/cul/or/>.

Off–Campus Access to SMU Online Resources

The majority of our Online Resources are available to SMU students, faculty, and staff regardless of your physical location when using your library card.

Online resources that include the phrase "valid SMU students/faculty/staff" in the access/location section are available from off-campus.

Borrowing books & Retrieving articles

If you need a book or an article that is not available through SMU Online Resources, you can request it by the following method:

Full-Service Document Delivery

In most cases, we can deliver the item to you. We will either e-mail a copy of the item to you (for articles) or ship it to you via UPS (for books). There is no fee for this service.

To find out what items SMU owns, use PONI <http://poni.smu.edu/>, SMU's Web-based library catalog. PONI lists the millions of books, journals, and other items owned by the SMU Libraries.

If SMU does not own the item you need, we will attempt to borrow it for you from another library via InterLibrary Loan (ILL). There is no fee for ILL, although it can take several weeks.

To request a book or article, use the "Request a book or article" web forms on the Distance Learning Library Services website <http://www.smu.edu/cul/distance/>. For items which SMU owns and are available, we can generally ship them by the end of the next business day.

Self-Service

If you live in, or near, Texas, please check the back of this brochure for additional options.

Research Assistance

If you need assistance in researching a topic or using a database, we are here to help. You can ask us your questions via the Web using help forms or chat, E-mail, and telephone. We will respond as quickly as possible, usually no later than the end of the next business day.

Ask A Librarian - Email

Use our "Ask a Librarian - Email" form for research assistance or general questions. <http://www.smu.edu/cul/distance/>

Ask A Librarian - Chat

Chate with a librarian in real-time in order to receive research assistance. Login at: <http://www.smu.edu/cul/ask/>

Chat service is available Monday–Thursday.

Telephone

The Web and E-mail are preferred methods of communication. However, if you would like to talk to a librarian via telephone, call us at (214) 768-1123.