

September 25, 2006

To: Reservation-Based Students:



Your schedule in the Reservation-Based programs (including the MPA Tribal Governance program) brings you together on the Olympia campus a few very heavily scheduled days each quarter. It may be difficult to find the time you need to do research in the Evergreen library. In order to help a little with that problem, Library staff will mail library materials directly to your homes. Here's how it works:

As a registered Reservation-Based student you automatically have a current account with the library circulation department. All these services will require using the Internet, e-mail and your Evergreen ID or library card number.

BOOKS

- Start from the [Evergreen Library Webpage: \(www.evergreen.edu/library\)](http://www.evergreen.edu/library), click on the [Library Catalog](#) and search for books that you would like to borrow.
- Once you find specific books you want sent to you, click on the Request button, provide your name and ID number and the book will be mailed to you. Evergreen books are due at the end of the quarter and you have the option to renew them for an additional quarter.
- If you don't find what you need in the Evergreen catalog, you can search the much larger collection of the University of Washington plus more than 25 academic libraries colleges in Washington and Oregon by clicking on [SUMMIT](#). The link for Summit is on the main Library Catalog page and on each page of the catalog as you search. The process for requests from Summit is the same as for the Evergreen collection.

If you are registered in the Reservation-Based Program, the books will automatically be mailed to your home. You will be responsible for bringing the books back to Olympia or mailing them back on time to:

**Evergreen Library Circulation
The Evergreen State College L2301
2700 Evergreen Pkwy NW
Olympia, WA 98505-0002**

- You can renew books once by calling the Circulation Department (360-867-6580). If books from SUMMIT are overdue more than 27 days, there is a **\$90 overdue fine**. If the book is returned, \$75 is refunded to you.
- If you want help searching the catalogs, your library contact, Sarah Pedersen, will be happy to help. You can call (360-867-6647) or e-mail pederses@evergreen.edu or talk in person with whoever is at the reference desk in the library when you are on campus. The reference librarians on duty will be happy to help (360) 867-6252 whenever the library is open. [Hours](#) are given on the library webpage.

JOURNAL AND MAGAZINE ARTICLES

- For more detailed or more up-to-date information, you may want to use articles in newspapers,

scholarly and professional journals or magazines. Look up journals and magazine articles by using any of the many indexes and databases listed on the [Reference & Journals webpage](#) which is a link from the Library Catalog page. Library workshops will address how to search these databases.

- Most of the databases of journals and magazines require passwords when you use them from off-campus. The password is your name and your current Evergreen student ID number.
- If you locate articles in journals or magazines that are on campus, you can e-mail the citation (author, article title, journal title, volume, date, pages) to Sarah Pedersen at pederses@evergreen.edu and she will have a copy of the article mailed to you.
- If you want articles that are in journals that are NOT in the Evergreen Library, you make a request through another system called ILLiad. This system allows us to ask other libraries to send the articles to you. The link for [ILLiad](#) is also on the Library Catalog page. When you link to ILLiad, click on the instructions for first-time users. Once again, you will need your Evergreen student ID number.
- Finally, if you want books not found in the Evergreen or the SUMMIT catalogs, make a request using ILLiad and we will borrow the book from another library.

We realize this is all very complicated and detailed. PLEASE contact any of the offices or staff mentioned here if you would like to ask questions or have us talk you through these services as you use them.

Your Librarian,

Sarah Pedersen
(360) 867-6647
pederses@evergreen.edu

Contact the Reference Desk for assistance toll-free: 1-877-827-8016