Distance education students may borrow books from the Ivy Tech Library without driving miles to get them! An Ivy Tech Library Card is required. You can apply for a library card at any Ivy Tech campus. Your library card number can be used to check out books by email or phone.

To request library materials:
→ Call the library during business hours (see hours below) at numbers listed on front of brochure or
→ Email the librarians anytime (check Staff Information on Virtual Library site for addresses).
→ Submit as much information as possible for the item(s): title, author, call number, etc.
→ If no specific title is known, but you’re trying to gather materials on a specific topic, tell us: What’s the topic? What specifically are you trying to research?

InterLibrary Loan: Items not available at your local campus can be requested from other Ivy Tech campuses or other Institutions through interlibrary loan (1-2 items at a time). This process takes 1-3 weeks. (See online information: in the Help: Services section of the Virtual Library; or use ILL link in WorldCat.)

Shipping and Returning: Books are loaned to off-campus students for three weeks. Items can be mailed to you, and a return mailing label provided.

You are responsible for the cost of shipping books back to the library and for any overdue fines incurred (.10 per day, per book). To avoid overdue fines, please contact librarians during library hours to renew books by phone and extend their due dates. You can also check your patron information by logging into IvyCat with your library barcode.

Library Hours
Anderson
Monday–Thursday 7:30am-9:00pm
Friday 7:30am-4:30pm
Saturday 8am-12pm
Marion
Monday–Thursday 7:30am-9:00pm
Friday 7:30am-5:00pm
Saturday TBD
Muncie
Monday–Thursday 7:30am-9:00pm
Friday 7:30am-4:30pm
Saturday 8am-12pm
Hours vary during breaks and summer.
The Ivy Tech Virtual Library: Information access... anytime, anywhere
from the Library tab in Campus Connect

What is the Virtual Library?

The Ivy Tech Virtual Library provides online access to many of the library’s resources, so even if you’re many miles away from campus, you can still use the library.

The Virtual Library is your gateway to an abundance of information resources:

- Full-text articles from over 20,000 different magazines, journals, and newspapers
- Over 30,000 full-text online books
- Several online encyclopedias and reference sources
- IvyCat, the Ivy Tech online library catalog
- Access to other Indiana college library catalogs and WorldCat for libraries around the world.
- IvyLynks, links to useful web sites, selected by librarians and organized by subject and program areas.
- Online tutorials providing you with information on using various library resources
- Links to numerous Internet search engines and directories
- Today @ your library™ for regional news, information, features

How do I access the Virtual Library?

The Virtual Library is accessible 24 hours per day, 7 days per week from any Internet-connected computer.

You can access the library through the new web portal called Campus Connect with one login for all college services – look for the Library tab.

Having a problem? Need some help?

If you need assistance or experience a problem when logging in to the Virtual Library, help is available from the COITS Help Desk. The help desk is staffed Monday through Friday from 8:00 a.m. to 9:00 p.m. You can contact them—

- By calling toll-free 1-877-IVY-TECH
- By emailing helpdesk@ivytech.edu
- By visiting http://www.ivytech.edu/helpdesk/
Resources Available
Off-campus from the Ivy Tech Virtual Library

Electronic Magazines, Journals, and Newspapers

The Virtual Library allows off-campus users to access a number of online, searchable databases which contain millions of full-text articles from more than 20,000 different magazines, journals, and newspapers.

To search for articles, use the Library tab in Campus Connect. Click the “Start Here” graphic on the library tab, and on the resulting screen, click Search & Find: Articles, Books, Images, More ... Then choose ARTICLES on the next screen.

Available databases include, but are not limited to:

- **CQ Researcher (from the CQ Electronic Library)**: Reports related to topics in the news and social and political issues; site now includes pro/con issues. (Other CQ databases are available as well.)

- **EBSCO**: A collection of over 20 databases containing articles, images, and reference works on virtually every subject area of general and academic interest, including health, psychology, business, education, and much more. Those linked on this screen are the most popular!

- **Gale>Health & Wellness Resource Center**: Comprehensive resource for full-text articles and reference materials on various health-related topics, including alternative medicine.

- **Gale>Opposing Viewpoints**: Comprehensive source for information on controversial social issues. Contains full-text articles from books, magazines, and newspapers, as well as statistics, images, primary documents, and links to selected, related websites.

- **LexisNexis Academic**: U.S. and world news coverage, as well as in-depth business and legal information.

- **ProQuest**: Full-text articles from social science, psychology, nursing, criminal justice, and vocational-technical journals.

- **INFORME!**: Spanish language magazine database (Find it on the A-Z List, or at the EBSCO link.)

**Note the tools at the bottom of the screen:** Ivy Jo and Google Scholar. Both can help you find articles. There is a guide to using Google Scholar linked here:

What is IvyJo?

Trying to find an article from a specific magazine or journal? **IvyJo** is an easy-to-use online tool that lets you know if a specific magazine, journal, or newspaper title is available in any of Ivy Tech’s full-text online databases, and will also produce a list of titles by subject.

To search for a title using IvyJo:

→ Use the search boxes provided on the ARTICLES page, or click the title link to browse an alphabetical listing of journal titles.

→ When you find the title you’re looking for, **IvyJo** will show you (1) the available issues of that journal and (2) which database contains articles from that journal. A click of your mouse instantly connects you to the appropriate database/journal to continue your search.

→ The second search box can provide a list of available full-text journals “By Subject.”
Can’t make a trip to the library to check out the books you need? The Virtual Library provides access to over 30,000 books online, so you can read about and research numerous topics while in the comfort of your own home!

Electronic books, or ebooks, are full-text electronic versions of printed books. They are available 24 hours a day from any Internet-connected computer.

To access ebooks:
→ Use the Library tab in Campus Connect.
→ Follow the links to Search & Find > Books.
→ Choose and click one of the online book collections from the menu that appears.
→ Search for ebooks using one or more keywords to describe the topic you’re researching.
→ You can also search for ebooks in IvyCat, our online catalog (see below).

Ebook collections available from the Virtual Library include (these and more):

- **NetLibrary**: Contains more than 7000 full-text books on a wide range of topics.
- **ebrary**: More than 10,000 ebooks covering a wide range of topics. (Requires download-loading and installing the free ebrary reader before viewing books. Easy-to-follow instructions are provided.)
- **Books 24x7**: more than 2100 full-text books pertaining to computers and information technology. Computer topics include programming, graphic design, certifications, web development, and more. [Requires free registration with Ivy Tech email account]
- **Bartleby.com**: classical works, fiction, poetry, essays.
- **Project Gutenberg**: Thousands of classic books, most published before 1923
- **The Online Books Page**: searchable index of 17,000 ebooks, with links to other ebook sites.

**What is IvyCat?**

IvyCat is the searchable online catalog that lets you search to find books shelved in the Ivy Tech Library. You will find IvyCat on the Search & Find > Books screen.

Use the search term box to enter a topic you are researching (keyword), a specific book title, or an author’s name. IvyCat will then list the books that match your search term and any pertinent information about each book, including whether the book is currently checked-in or checked-out. Notice which Ivy Tech/s own the item you are interested in, or limit your search to your local campus.

- You can do a quick search of items in your region with the IvyCat search box embedded on the Books page.
- Off-campus students may borrow library books...see p. 1 for information on your borrowing privileges.

The Virtual Library provides users with off-campus access to valuable reference tools, including the general and specialized encyclopedias listed below. To access these resources, click Search & Find > Reference.

- **Britannica Online**: Full-text online version of the original encyclopedia, plus a dictionary, thesaurus, and atlas (can start here for background and access journal articles directly)
- **Biography Resource Center**: Over 400,000 biographies on nearly 275,000 people. Also includes articles from hundreds of magazines.
- **Access Science**: Online encyclopedia of science and technology
- **IvyLynks**: links to useful web sites, selected by librarians and organized by reference tools, subject and program areas