Using the Library

After reading this article, you should be able to understand how to access information, both in person and online.

Where Is the Library?

To find the UTEP Library, check out this map of the campus: http://maps.utep.edu/

How Can I Get Help Using the Library?

Academic libraries can be difficult to navigate because of their size, the variety of services that they offer, and their sometimes complicated organization. Librarians recognize these challenges and are eager to help you use the library effectively. You can ask librarians for help through chat messaging, by email, by phone, or in person. Visit the UTEP Library homepage (http://libraryweb.utep.edu/) to find contact information in the middle right portion of the webpage.

How Can the Library Help Me with My Research?

The UTEP Library offers a number of ways you can get help. For a list of services, visit the homepage, scroll down, and click on one of the links under the "Instruction" or "Library Services" tabs.

Librarians are experts in finding information. They can help you find statistics and other data sets, primary source materials, photographs, DVDs, and many other resources. They can also assist you in using specialized databases, using citation tools (such as Refworks), and developing search strategies that will return the most useful results. Here are some ways you can get help:

- **In person:** Feel free to address any questions or concerns you may have about an assignment or research. No question is too big or too small. The reference desk is located on the right side of second floor, past the main lobby.

- **Telephone, text, or Tweet:** You can call the UTEP Library at (915) 747-5643, (915) 747-5638. Feel free to text reference questions to (915) 249-3383 during reference hours.
- **Email:** You can email questions to the UTEP Library at the following address: ask@utep.libanswers.com (Se habla Español). You can also tweet @uteplib to answer your research questions.
- **Individual consultation:** You can set up an individual consultation with a librarian who specializes in your area of research. These appointments are similar to a Writing Center tutoring session in that you work one-on-one with a librarian on your specific project. S/he will ask you questions about your research topic, show you how to use topical or subject specific databases, and offer guidance on additional resources you may not know about.

How Do I Find Stuff in the Library and Online?

On the UTEP Library homepage (http://libraryweb.utep.edu/), type your search terms into the search box. You can search by keyword, title, journal title, author, or subject. You can also click on the links underneath the "Search & Find" or "Special Collections" tabs. If you select "Advanced Search," you have more options and can limit your search by format, language, and publication date.

Can the Library Help Me Cite My Sources?

The UTEP Library has excellent resources for helping you cite sources in the proper format. On the Library homepage, click on any of the research formatting guides (Refworks, AMA, APA, Chicago, and MLA) underneath the "Research Help" tab. This tab also lists research guides and tutorials.

Refworks

A great tool is Refworks. Writers who are working with a lot of sources (such as graduate students and honors thesis writers) should definitely check it out. You can use the Refworks bibliographic management program to save, format, and organize your citations. Refworks also allows you to produce bibliography lists and format in-text citations. You can directly import citations from online databases while you are conducting your research. Often, Refworks will also remember the link to the original article, so that you can keep all of your electronic sources organized in your Refworks folders. Refworks is a free product for UTEP students, faculty and staff. To register for an account or learn more, click on the "Research Help" tab on the Library homepage and select the Refworks link.

What Else Can I Do on the UTEP Library Website?

Here are some of the things you can do from the UTEP Library website's homepage:

- **Request a book**. If the UTEP Library doesn't have the book you are looking for, you may still be able to get it from another library in our area.

- **Request a book that is currently checked out**. The person who has it checked out will receive a notice that someone else is interested; if she has the book checked out for longer than a month, it will be recalled.
- **Take an online tutorial.** Click on any of the tutorials or select the "How Do I…?" link under the "Reference Help" tab for a list of topics, which include citing sources, finding materials, doing research in different academic disciplines, and evaluating information. There is even a page that will help you determine whether a source you are using is a scholarly journal, a trades/professional journal, or a popular magazine.
- **Find out about services** for library patrons with disabilities, international students, and distance learners.

What's Google Scholar, and How Can I Use It?

Google Scholar is a subset of Google Web Search that enables you to search specifically for scholarly literature, including papers, theses, books, and reports. You will be able to find materials that you can view for free, instead of having to subscribe to the journal or magazine. By searching Google Scholar from the Library's homepage, you will automatically have direct access, both on and off campus, to subscription articles already paid for by libraries. Check it out by following this link: https://scholar.google.com/

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