



EMS Librarians' Top Ten Tips for Graduate Students

1. You can borrow up to 500 items at a time. Most items have loan periods of a semester.
2. You can borrow print journals for 24 hours. If you need a little longer, just ask. Keep in mind that many of our journals are now available in electronic format only.
3. Use the **I WANT IT** button in the online catalog (The CAT) to have items delivered to the EMS Library for easy pickup. Limitations:
 - Not immediate. Items are pulled the next day for shipment.
 - Can't use for all items – won't work with journal volumes, course reserves, or reference materials, etc. – items with short loan periods.
 - If item you want is checked out, the person has 10 days before it must be returned for you.
4. If you want to know if we have electronic access to a journal, look it up using the *E-journal List* (http://getit.libraries.psu.edu:9003/sfx_local/az). The CAT has the most complete listing, however.
5. Use the **GET IT** link to save time. **GET IT** is a software program that tries to link a reference to the fulltext of the item. It can also try to search The CAT. You'll see **Get It** in The CAT and subject databases such as Web of Science, Materials Science, GeoRef, and Compendex.
6. If **GET IT** says we don't have something, don't always believe it. The **Get It** software represents a computer doing its best to make a match. While it is fast, it is not very smart and it doesn't search creatively. It is best to re-search the item yourself in The CAT or in the E-Journal list to be sure.
7. If we don't have something you need, we'll try to get it for you (no charge!). Just submit a request in *ILLiad*, the interlibrary loan software system (<https://ill.libraries.psu.edu/>). Photocopies are emailed to you. Most requests arrive in 7-10 days. (Interlibrary Loan is the name of the service/department that borrows materials not owned by Penn State for your use.)
8. Use the *EZ-Borrow* database to request books that may be in high demand at PSU but available elsewhere. This resource is provided by a consortium to which Penn State belongs. Members agree to expedite loans to each other. Requests arrive in about 48 hours and can be kept for 4 weeks.
9. If interlibrary loan can't supply an item, that doesn't mean we cannot get it. The interlibrary loan system is a high volume, highly automated process. While most requests move through with ease, the occasional item needs extra attention. If you have problems or are told something is not obtainable, let us know and we'll help you get what you need.
10. Our job as librarians is to help you succeed at Penn State. If you have any questions or need assistance, just ask or email us at ems@psulias.psu.edu. Visit the library in 105 Deike Building (814-865-9517) or online at www.libraries.psu.edu/psul/emsl.html. Librarians: Linda Musser (*Energy & Materials Science; Lrm4*); Robert Tolliver (*Earth Sciences; rlt17*); Marcy Bidney (*Geography, mma17*).