**Sam Houston State University**

# DISTANCE LEARNING SERVICES

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# Overview

Students taking classes remotely still have significant access to the SHSU library's resources and services, even if they are unable to visit the physical library building.

# Electronic Resources

- The library catalog allows users to search through the library's holdings.
- The library's electronic databases allow users to search journals, magazines, newspapers, videos, ebooks, and many other types of documents and materials.
  - Database access is restricted by the vendors to students, faculty, and staff of Sam Houston State University.
  - You will be asked for your SHSU username and password. To set up a computer account, go to SamWeb and select "Computer Account Activation."
- NGL's homepage provides additional information about library hours, services, and connections to electronic resources.
- Helpful Hint: Many of our resources use pop-ups; if you have a pop-up blocker enabled in your browser, you will need to turn it off when searching library resources.

# Interlibrary Loan

Books, government documents, and journal articles may be requested through Interlibrary Loan and delivered digitally or by mail. Refer to the Interlibrary Loan webpage for detailed policies and instructions.

For questions, you may contact the Interlibrary Services department: (936) 294-1616, lib_ill@shsu.edu.

## Helpful Hints

- Plan ahead! Allow plenty of time for requested materials to be delivered.
- Check the Online Catalog for availability of materials. Some materials may not be available as they are

already checked out. Reference books, periodicals, Special Collections materials and reserve materials cannot be sent to distance education users. When possible, specific pages will be copied and sent.

- You are responsible for the cost of returning books via USPS library book rate with tracking (least costly option) or another courier service of your choice.
- Books must be returned promptly to avoid overdue fines.

# Distance Learning Directory

## University Library (Newton Gresham Library)

Toll-free number: 1-866-NGL-INFO (1-866-645-4636).

### Access Services

https://library.shsu.edu/about/departments/access/

- For information or questions about loan periods, renewals, and fines.
- Direct phone: (936) 294-1618
- View circulation / lending policies

### Interlibrary Services

- Authorized distance learners can borrow materials from other libraries and also request materials from the University Library.
- Direct phone: (936) 294-1616

### Research & Instruction

- Assistance with research strategies and navigating databases.
- Direct phone: (936) 294-1599
- Virtual Reference (Live chat, text message, or email): ASK A LIBRARIAN
- View details of research and instruction services

## SHSU Online

Check here for an overview of resources and services available to distance learners through the University.

## IT@Sam

Helpdesk Phone: 936.294.1950

"All students, faculty, and staff who require software or trouble-shooting assistance with the campus data and telecommunications networks have access to 24-hour assistance both on and off campus."

**Follow SHSU Library**

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# Sam Houston State University

Huntsville, Texas 77341

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