How do I change my email address to my preferred email address for library services?

All UNI students, faculty, and staff are automatically given a UNI email address and all university communication is sent to this account. For more information about your UNI email account, visit campus Information Technology Services.

All library communication is automatically sent to your UNI email address. If you wish for Rod Library to send your library recall and overdue notices and other library communication to your preferred email address, please change the email address located in your library record.

- To specify a preferred email address (e.g., hotmail, yahoo, or school district accounts) rather than your UNI email address, go to the My Library Account function.
- Once you are in Rod Library's My Library Account function, click on Modify Personal Information, and change the email address to your preferred email address.

After you have changed the email address, library notices and other library communication will be sent to your preferred email account. This will take care of communication ONLY from Rod Library and DOES NOT affect communication from other campus units.

How do I access licensed electronic resources from home or from off-campus?

You must be a currently registered student in order to have access to the Rod Library's licensed electronic resources including databases, ebooks, and ejournals.

- From the Library's website when you click on any link to a licensed database, ejournal, or ebook, you should be taken to the university CatID login screen.

If you don't use the Library's website to get to different resources, you may be taken to a vendor's website where UNI's CatID system is not recognized. For additional information, see the Off-Campus Access link.

How do I determine if Rod Library owns a book?

Use UNISTAR, the Library's catalog, to identify if the Rod Library owns a book. UNISTAR will tell you what items Rod Library owns including books, DVDs, maps, journal titles, etc.

UNISTAR does NOT go down to the article level. Therefore, to locate articles on a topic you will need to go to another section of the Rod Library web pages such as OneSearch! or Databases A-Z.

How do I identify articles on a topic?

There are many electronic indexes and databases that will find articles on specific topics and give you many complete articles. Use OneSearch! to search the content of multiple databases at one time for articles, books & more on topics. If the complete article is not readily available, click on the Find it! linker to possibly find the article in another licensed resource. Search INDIVIDUAL databases when you need to POWER and PRECISION in your searching. The Databases A-Z link located under the OneSearch! tab takes you to an alphabetical list of library databases. Students in the Field of Education should use ERIC (EBSCO) and PsycINFO (EBSCO) databases. There are more search features in the individual databases than in OneSearch! to help you get better results.
How do I get a copy of an article?

Rod Library will scan and e-mail in-house articles to your e-mail account. We will also attempt to obtain articles not owned by Rod Library using interlibrary loan and try to get it from another library. To request an article, use ILLiad to submit your request. ILLiad is our new document delivery system. After you log in using your University CatID, you will be able to submit, view, and track your requests efficiently. For more information, see the sections/tabs on Articles, Scanning Services and Fax Services in the Distance Learners guide.

How do I get a book?

Rod Library will located, check out, and send you books owned by the library. To request a book, use ILLiad to submit your request. ILLiad is our new document delivery system. After you log in using your University CatID, you will be able to submit, view, and track your requests efficiently. For more information, see the sections/tabs on Circulation of Library Materials and Books in the Distance Learners guide.

How can I find information on how to do footnotes, references, and bibliographies?

For information and help on various style guides use the following resource guides: Citing Sources & Styles Guides, and Citation Makers.

Last Updated 7/19/2013