

# The University of North Carolina at Pembroke

## Distance Education Programs

### Guide to Library Services



Mary Livermore Library is committed to supporting the teaching, learning, and research needs of its students, faculty, and staff who are either online or at off-campus locations. The Library offers a range of services for distance education programs. More information is available at [www.uncp.edu/library/distance/](http://www.uncp.edu/library/distance/).



#### Need Help?

1) Contact Michael Alewine, the Outreach / Distance Education Librarian, at 910.522.5743 or at [michael.alewine@uncp.edu](mailto:michael.alewine@uncp.edu). Was he available? If not, then contact Robert Arndt.

2) Contact Robert Arndt, the Reference / Instructional Services Librarian, at 910.521.6529 or at [robert.arndt@uncp.edu](mailto:robert.arndt@uncp.edu). Was he available? If not, then contact the Reference Desk.

3) You can reach the Reference Desk at 910.521.6656 or at [refdesk@uncp.edu](mailto:refdesk@uncp.edu) or by using the Ask A Librarian online form at [www.uncp.edu/library/ask.html](http://www.uncp.edu/library/ask.html).

If Michael or Robert is not available, persons needing reference assistance may call 910.521.6656 or send their questions via the Ask A Librarian online form, which is available at [www.uncp.edu/library/ask.html](http://www.uncp.edu/library/ask.html).

The reference staff will assist students with identifying and using electronic and print reference tools, formulating research strategies, locating research material worldwide, finding answers to specific informational questions, and also help with off-campus access.

Note: for off-campus access, you will need a PIN (password). Please review the following help resources:

- 1) [www.uncp.edu/library/distance/guides/offcampus.pdf](http://www.uncp.edu/library/distance/guides/offcampus.pdf)
- 2) [www.uncp.edu/library/electronic/pinsetup.html](http://www.uncp.edu/library/electronic/pinsetup.html)
- 3) [www.uncp.edu/library/depts/application.html](http://www.uncp.edu/library/depts/application.html)

## Library Resources

All students, faculty, and staff are invited to use the resources of Mary Livermore Library, which include 300,000 cataloged volumes; over 45,000 subscriptions to print and electronic serials; and access to more than 200 electronic databases. You can access the online catalog, *BraveCat*, through the Library's home page available at [www.uncp.edu/library/](http://www.uncp.edu/library/).



## Electronic Resources

Mary Livermore Library provides access to more than 200 electronic databases, including both state and federal documents online. The databases are accessible from any networked campus computer and via remote access. Some full-text information requires Adobe Reader for access, which is available at [www.adobe.com](http://www.adobe.com).

Electronic resources can be accessed at [www.uncp.edu/library/electronic/index.html](http://www.uncp.edu/library/electronic/index.html).



## Document Delivery

If the Library has the materials that students need, we will mail them to a student's home address upon request. If we do not have the materials, then Document Delivery Services will search other libraries nationwide to find them. More information concerning document delivery is available [www.uncp.edu/library/distance/delivery.html](http://www.uncp.edu/library/distance/delivery.html)



Students with disabilities needing document conversion accommodations should submit a Document Conversion Request Form, which is available at [www.uncp.edu/library/conversion.html](http://www.uncp.edu/library/conversion.html), to the Circulation Desk via fax: 910.521.6547.

Note: distance education students, who also take on-campus courses, must actually retrieve materials at the Library.