THE SULLIVAN UNIVERSITY LIBRARY WEBSITE (LOUISVILLE CAMPUS)

OBJECTIVE: Upon completion of The Sullivan University Louisville Library Website component you will be able to:

- Demonstrate skill in locating information using Sullivan University Library’s Website.
- Understand the different components of the website.

Where is the Website Located?

- The Sullivan University Louisville Library Website can be found at http://library.sullivan.edu.
- The Website is available 24 hours a day.

What is the Library’s Mission?

- The library’s mission is to support the University’s mission in the pursuit of academic, instructional, and institutional excellence.

Why is the Website Important to Students?

- From the library’s main webpage, you can access many of the library’s services and resources.

What Services and Resources are Available?

- The Online Catalog
  - By clicking on the LIBRARY CATALOG link under FIND BOOKS, you can go to the OPAC (the online catalog).

- Electronic Databases
  - By clicking the LOGIN TO DATABASES link under FIND ARTICLES, you will be taken to an ARTICLES AND E-BOOKS webpage. Follow the instructions to access the various databases, both on-campus and off-campus.

- Research Center Resources
  - The RESEARCH CENTER provides access to research guides and tutorials, a request form for interlibrary loan, information about Ask a Librarian, and other types of useful information.

- Tutorials
  - Both print and video tutorials are available on a variety of topics, including how to use various electronic databases, the print resources, and the library’s online catalog. The Library Support Module is also available.
  - The TUTORIALS can be found by clicking the RESEARCH CENTER tab, then clicking the RESEARCH GUIDES AND TUTORIALS button.

- FYE 101 Class Support
  - Help aids, worksheets, interactive quizzes, and other information of use to Information Literacy (FYE 101) students can be found by clicking the FYE 101 CLASS SUPPORT tab.
• **About the Library**  
  o Information about the library’s mission statement, an online library tour, directions. Library hours, library services, as well as information about the staff, and the other campus libraries can be found in the ABOUT THE LIBRARY section. The link (labeled ABOUT) link can be found at the bottom of the library web site. Information about the Ask-A-Librarian service, InterLibrary Loan, and library purchase requests can be found in the RESEARCH CENTER section of the website.

• **Ask-A-Librarian**  
  o Ask-A-Librarian is available in an e-mail format, as a chat service, or as a one-on-one contact through an appointment.  
    ▪ The e-mail service can be used to ask questions or request online library support.  
    ▪ The chat instant messaging (IM) feature can be used to ask short questions about the library and resources. (Use the chat screen on the right of the library’s home page).  
    ▪ Appointments can be scheduled to meet with a librarian for 30 minutes to 1 hour to discuss research needs.  
    ▪ The Ask-A-Librarian services can be found by clicking the RESEARCH CENTER tab and, then, clicking the TALK TO A LIBRARIAN button.

• **New Library Materials**  
  o By clicking the NEW LIBRARY MATERIALS tab on the left side of the library webpage, you can view new book titles and other new items.

• **University Archives**  
  o The Archives section contains information about Sullivan University’s historical materials.

• **What Else Can Be Located On the Library’s Main Webpage?**
  
  • The middle of the main webpage provides current library news and information through the library’s blog “Reaching Out with the SU Library: News, Tips, and Events.”  
  • Library operating hours (for all of the Sullivan University Libraries) can be located by clicking the ABOUT link at the bottom of the webpage.

**I Have a Question About the Library. “Who am I Gonna’ Call?”**

• You can always click on the FREQUENTLY ASKED QUESTIONS tab to see if your question has already been answered.
• You use the Ask-A-Librarian e-mail service.
• You can come in and visit the library.
• You can call the library at 502-456-6773.
• Please, always remember that the library staff is always eager and happy to assist you.