

HOW TO ACCESS OUR RESOURCES OFF CAMPUS

Our physical McMillen Library is only the tip of the iceberg - our online resources and digital holdings are the largest part of our collection! This document should make it easier for you to find what you are looking for and navigate the updated databases properly.

***If you are off-campus, please start by logging in through the “[Let Me In](#)” portal. (letmein.indianatech.edu) This will authenticate your login credentials and should allow you access to our entire database without any additional log-ins. Use your Indiana Tech username (email address) and password to login.**

Depending on your existing web browser settings, you may also find it helpful to be logged into your student portal at my.indianatech.edu.*

First things first: [here is a link to our website](#). The web address is <https://library.indianatech.edu/>.

Once you are there, you will see large graphics with links:



For Faculty

[Schedule Instruction ▶](#)

[Purchase Request ▶](#)

[Interlibrary Loan Request ▶](#)

[OER Guide for Faculty ▶](#)

[eJournal Finder ▶](#)

You can access our entire online collection through these links.

If you want to use our databases but are unfamiliar with using the A-Z List, or you are unaware of the recent updates and changes, here is a tutorial on [How to find library databases](#).

Here is an explanation of what those links do for you:

For Students:

- [Databases by Title \(A-Z\)](#)

This is the “A-Z List” of databases - every single database we have is listed here in alphabetical order. You can use the three different drop-down menus on this page to select **databases by subject**, **databases by type**, or **databases by vendor**. You can also use the **search bar** to type in what you’re looking for (use simple words like “textbooks” or “ethics” or “marketing reports”)

- [Databases by Subject](#)

This takes you to a page that has already listed all our databases by the subjects they have resources in. Find your subject/topic, click on the link, and browse the databases it gives you.

- [Books & ebooks](#)

This takes you to our McMillen Library Catalog. You can search through the listings of any physical books or ebooks we have access to.

- [Citation Resources](#)

This takes you to a LibGuide (Library Guide) with resources, guides, and tutorials on citing your sources in APA, MLA, or IEEE.

- [Research Guides \(LibGuides\)](#)

Your McMillen Librarians create online guides (called LibGuides) to provide additional resources and explanations on academic subjects and specific programs. These are filled with practical information you can access anytime, to help you with coursework or subject research.

For Faculty:

- [Schedule Instruction](#)

The place for faculty and instructors to request a Librarian give class instruction, research help, etc. in your classroom (personally or virtually).

- [Purchase Request](#)

For faculty, instructors, and staff requesting McMillen Library consider adding books and resources to the collection.

- [Interlibrary Loan Request](#)

If you are looking for a material that McMillen Library does not have, you can request an InterLibrary Loan (ILL). McMillen can place a request for your item from another library or organization and borrow it for you to utilize.

- [OER Guide for Faculty](#)

A LibGuide designed to help faculty and instructors understand, use, research, find, and/or implement Open Educational Resources.

- [eJournal Finder](#)

We have digital access to many journals, magazines, and newspapers! If you know what you are looking for, search for it by title to pull up the digital journal's issue history and search the contents.

LibGuides and more resources

- Graduate Resource Guide

The Graduate Resource Guide was built with graduates and non-traditional/remote students in mind. It contains links and explanations of all the library's digital resources; how to do academic research; how to write as a graduate student; open access resources; citation help; and video guides and tutorials.

- PhD in Global Leadership Guide

This is an updated, down-to-earth guide to assist PhD in GL students navigate the resources they need and expect. It contains links to EBSCOhost, ProQuest, and Open Access journal databases; McMillen Library resources by subject; links to *Research Instruments in Global Leadership*, *The Leadership Quarterly*, and *Advances in Global Leadership*; provides links to PhD Program documents, and more.

- Writing Center

The Writing Center just opened up a virtual instance, so you can reach them online, too. They take visits through [WOnline](#) – you can book a “slot,” upload your paper, and get a response within 24-hours. You can contact a tutor directly through their [email address](#) on their [webpage](#). You can practice your presentation through a Blackboard Collaborate session by emailing a tutor.