

How Do I...?

1. Access Angel courses?

You can access Angel directly at <http://angel.umdnj.edu> or from the “Quick Links” menu located on the right side of the Smith Library Home page.

2. Arrange for a library tour or orientation for staff, students, or myself?

You can do this by contacting Roberta Bronson Fitzpatrick, the Smith Library’s Associate Director. She can be reached at either fitzparb@umdnj.edu (via e-mail) or 973/972-5498 (x 2-5498). Additionally, a request form is located on the “Quick Links” menu in the “Library Forms” section. The Library Orientation or Tour request form may be found directly at <http://www.umdnj.edu/librweb/newarklib/ref/instreq.html>.

3. Arrange for a librarian to teach my students a library topics, such as how to search specific databases that cover our discipline, using e-books or EndNote software, etc.

See #2 above.

4. Download EndNote software for my personal or office computer?

Under the “Quick Links” list, located on the right side of the Smith Library Home page, you will find a link to EndNote. This will take you to an page that provides some basic information about the product, as well as the links to downloading it for Windows or Macintosh computers. It is available directly at <http://www.umdnj.edu/librweb/access/EndNote.html>.

5. Find a list of articles on my topic?

For a complete list of our searchable databases, which contain citations to articles and many links to the full texts of those articles, you can go to <http://www.umdnj.edu/librweb/databases.html> or click on the “Databases” link on the left side of the Smith Library Home page. Links to frequently-used databases, such as PubMed, CINAHL, and MEDLINE, are also found in the “Quick Links” menu located on the right side of the Home page.

6. Get a CORE account if I am a student?

Visit the UMDNJ Portal at <http://my.umdnj.edu>, and go to the “My Account” link, found in the top left portion of the page. Click “Reset Password” to synchronize to a single password for all of your UMDNJ accounts, including your CORE account.

7. Get a CORE account if I am NOT a student (staff, faculty, housestaff/resident, etc.)?

For all non-student CORE accounts, please call the IST Service Center at 732/743-3200 (x3-3200).

8. Get access to the wireless network, in order to use my laptop while on campus?

Go to <http://istreg.umdj.edu> to register for wireless access. Once your registration has been processed an e-mail will be generated and sent to you with pertinent wireless account information and instructions on how to access the UMDNJ wireless network. You then need to activate your wireless account by login to <http://my.umdj.edu> to reset your core password. This new password will be synchronized to your wireless account. You can verify your account at <https://accessumd.umdj.edu>. For wireless network support, contact the IST Service Center at 732/743-3200 (x 3-3200) or isthelp@umdj.edu.

9. Get off-campus or remote access to e-resources (databases, books, journals)?

If you are off-campus and need access to e-resources, the first rule is to begin your search at one of the UMDNJ Libraries campus Home pages, such as <http://www.umdj.edu/librweb/newarklib/library.html> (Newark Campus). When you click on a licensed resource you will be prompted to authenticate with our proxy server. You will be asked to do this by one of two methods: CORE User Name and Password OR Last Name and Password. If using the latter method, your password will be the last four (4) digits of your University "A" number. If you have a hyphenated last name, like Smith-Jones, drop the hyphen and leave a space, e.g. Smith Jones. If your last name contains an apostrophe, such as O'Hara, drop the apostrophe and leave no space, e.g. Ohara.

10. Request an article that is not owned by one of the UMDNJ campus libraries?

A link to the electronic ILL Request form is located on the "Quick Links" menu under the "Library Forms" section or directly at: <http://www.umdj.edu/librweb/newarklib/forms/illreqfm1.html>. All boxes preceded by a red asterisk (*) must be completed in order for the form to be sent. If you include your e-mail address a confirmation of receipt of your request will be sent. You may request a number of articles in a single sitting by clicking on the "back" button of your Web browser and changing the relevant information. Those who are working with two open windows on their computer, one with a list of citations from a database and one with the ILL request form, will want to click the blue bar located at the top of the ILL form; it will allow you to copy/paste your information from your list of citations into a box on the ILL form – much easier than typing line by line!

11. Request that a textbook be placed on Reserve for students at the Smith Library?

For assistance with having materials placed on Reserve for a course, please contact Roberta Bronson Fitzpatrick via e-mail at fitzparb@umdj.edu or via telephone at 973/972-5498 (x2-5498). Requests may also be submitted electronically by using the form found at <http://mediacenter.umdj.edu/ereserve/infoforinst.html>. Information for course instructors is provided on this page, along with a link to the e-form.

12. Select the best databases or other resources to use to research a topic?

A good way to start would be to consider using one of our Subject Toolkits. They can be found under the “Toolkits/Tutorials” link, located on the left side of the Smith Library Home page, or directly at <http://www.umdnj.edu/librweb/toolkits/>. Subject toolkits are designed to provide you with a quick overview of the best resources on a particular topic. They are divided up by material type, e.g. books, databases, journals, Web sites, etc. and include direct links to resources listed that are in an electronic format. Call numbers or location information is supplied for print resources. You can also schedule a consultation or ask for assistance at the Information Desk, located on the main floor of the Smith Library.

13. Sign up for a library workshop?

A list of regularly scheduled library workshops is located at <http://www.umdnj.edu/librweb/newarklib/ref/class.html>. This contains the name of the workshop, a brief description of what will be taught, a calendar of workshop offerings, and an electronic registration form.

14. Use or locate a Subject Toolkit?

See #12 above.

15. Contact a Newark campus reference librarian with an information request?

For more assistance on locating the answer to a question or on doing some research for a paper/project, you should call the Information Desk at either 973/972-4358 (x2-4358) or 973/972-4359 (x2-4359) from 8:00am – 6:00pm, Monday – Friday, 9:00am – 5:00pm on Saturday, and 10:00am – 5:00pm on Sunday. You can also submit requests via e-mail at <http://www.umdnj.edu/librweb/newarklib/ref/inquiry.html>, via our “Ask a Librarian” form.