Library Services for WSU CVM Preceptors and Adjunct Faculty
February 2014

As WSU Adjunct Faculty and VCS preceptors you have free remote access to full-text e-journals and indexes and databases, as well as free ordering of PDFs of articles. To access these e-resources and services, you need a **WSU Network ID,** which is also called a **NID.** You can create a NID online using your **WSU ID number,** a 9 digit number assigned to all Adjunct Faculty. If you do not remember your WSU ID number, Preceptors may contact Vicki Croft croft@vetmed.wsu.edu. This information can only be provided to the Adjunct Faculty Member/Preceptor.

To Create a NETWORK ID (NID), go to https://webutil.wsu.edu/apps/myNetworkProfileHelp/aboutUserIDs.aspx and follow the link to "Create your Network ID". On-screen instructions are provided to assist you in selecting a NID and Password. (If the system says that you already have a NID, go to the sidebar and click on Forget Your ID? and follow instructions). It is recommended for security reasons to change your password at regular intervals.
Before you finish, you need to change your Email forwarding address if you use an email address other than XXX.wsu.edu. Otherwise you may not receive notices from the Libraries when articles that you have ordered are available online. Always be sure to **"logout"** when you have finished using these authenticated services.

NOTE: When you connect to an e-resource to which WSU Libraries subscribes, you will be asked for your **WSU Network ID**. Enter that information and you will have access.

For tips on using the WSU Libraries' online systems, go to: http://libguides.wsulibs.wsu.edu/veterinarymedicine
The Databases tab will lead you to important databases for locating articles. By clicking on FindIt@WSU Libraries links within in the database's citations, you'll be able to locate online ((there will be a link if it is available electronically)**, and/or order the articles you need (see below).**

To order articles not available electronically:

WSU preceptors and adjuncts may order PDF's of articles from print journals in WSU Pullman Libraries as well as not owned articles via interlibrary loan for free. When the article is ready, you will receive an email with instructions on accessing the article. There are 2 ways to order articles. In either case you will be ordering through ILLiad and you will be asked to register the first time that you order an article.

1. Order directly via ILLiad. Follow the instructions for ordering a journal article. You will have to enter the article information manually.

 2. Order an article directly from references in databases, such as PubMed, CAB. Select a reference and click on the **FindIt@WSU** button. If the article is not available electronically, select **Pullman** as your campus and then **GO.** This will also take you to the ILLiad page. The advantage to using this method is that the complete article information is entered for you.

Hints for databases:
- For help in selecting a database, click on the **Databases** tab for a comparison chart. Use the drop-down boxes to select a database, as well as learn more about that database.
- Be sure to access **PubMed** via a WSU (NOT directly to pubmed.gov) so that links to WSU subscribed journals will appear. The correct URL will read: http://www.ncbi.nlm.nih.gov/pubmed?otool=wsubclib
- T**o** restrict your PubMed searches to more clinically relevant references, just click on **Limits** at the top of the PubMed home page and then under **Subsets,** check the box **Veterinary Science**. From that point on, your search results will be limited to the veterinary subset.

Questions? E-mail croft@vetmed.wsu.edu or call 509-335-5544 to speak directly to Vicki. If no answer, call 509-335-9556 to speak to Ed Odell (eodell@wsu.edu).

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