Making the most of the University of Illinois Fire Service Institute Library www.fsi.illinois.edu/content/library/

Accessing IFSI Library Materials

The IFSI Library houses more than 18,000 items, including books, periodicals, training manuals, codes and standards, DVDs, CDs, e-resources, audiobooks, and other fire emergency resources. Users can request materials in-person, via telephone or email, or through the Online Public Access Catalog.

Searching the Library's Collection

Browse by popular subject using the **Virtual Bookshelf**, which is linked from the IFSI Library's homepage or accessed at **http://www.fsi.illinois.edu/content/library/bookshelf.cfm**.

• Click on a hyperlinked subject term to retrieve a list of IFSI Library materials on that subject.

Search for a specific title, author, subject or format using

the IFSI Library's Online Public Access Catalog at http://www.fsi.illinois.edu/ content/library/search/.

- Search for materials by Title, Subject or Author. You may limit your search to one or more formats (i.e. Book, Article, DVD, etc.).
- Search for a specific Subject by accessing the FireTalk thesaurus to find recommended search terms. Copy the recommended term(s) you find in FireTalk into the Subjects field.
- Search the Any Keyword field when you have incomplete title or author information or when you do not know the recommended subject search terms.
 The Any Keyword field searches for words anywhere in the catalog record.
- To narrow your search parameters, combine search terms from among multiple fields. For example, a Subjects search for "rapid intervention teams" can be narrowed by typing "training" into the Any Keyword field.

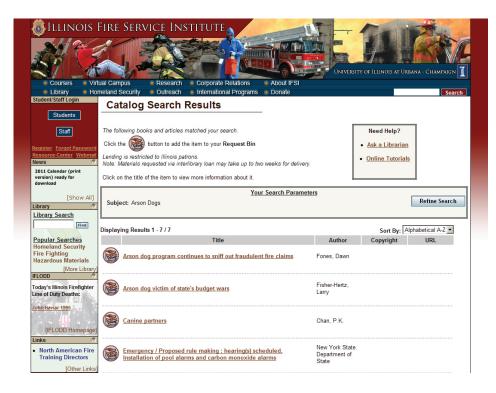
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Library Hours 8:00 am – 5:00 pm / Monday – Friday 24 hours a day / 7 days a week by web

Requesting Library Materials

Request items by contacting the library directly or from your retrieved list of search results.

- From your list of results, click on the title of an item to retrieve a Record
 Details window containing additional information about that item, such as subject, format, publication year, and availability for interlibrary loan.
- Click on the book icon next to an item to add that item to your Request Bin, which is accessible in the upper left hand corner of the webpage.
- Click on the Checkout button in the Request Bin to request that item.



Lending and Interlibrary Loan

IFSI Library materials may be picked up at the library or materials can also be delivered to a patron's local Illinois library through interlibrary loan service. A public library card is required for interlibrary loans. Public library cards can be obtained without charge to residents of the local library's municipal limits. Please allow two weeks for interlibrary loan delivery to your public library. All lending is limited to Illinois residents.

Obtaining Magazine and Journal Articles

Access to the library's extensive collection of fire and emergency magazines and journals is available at no charge. Photocopied articles from periodicals can be delivered to patrons via password-protected Internet access, fax, or interlibrary loan.

User Training

The IFSI Library provides both online tutorials and librarian-assisted training for users to learn the best methods for searching and accessing library materials. Please contact the IFSI Library to schedule a training session.

For Information, Assistance or User Training, contact

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TOLL FREE 800-437-5819
FAX 217-333-8379 (Library) or 217-244-6792 (IFSI)
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