



Underwood Law Library





# connecting off-campus

## USEFUL SERVICES FOR OFF-CAMPUS STUDENTS

### **Database Access - [guides.smu.edu/az.php](https://guides.smu.edu/az.php)**

Search quality, online library resources wherever you have internet access. Find millions of articles through the libraries' website using one of our 400+ subscription databases.

### **VPN - [vpn.smu.edu](https://vpn.smu.edu)**

Use the Virtual Private Network, or VPN, to connect to library resources when working off-campus. This connection will allow you to securely access specific resources that are restricted to the SMU Network. This includes library resources, network storage drives, many applications and all intranet websites.

### **Research Help - [smu.edu/askus](https://smu.edu/askus)**

Get expert research help by scheduling an online appointment with your subject librarian. Visit our Ask Us website to chat with our library staff to ask your questions.

### **Document Delivery - [smu.edu/libraries/services/ill](https://smu.edu/libraries/services/ill)**

Don't attend classes on-campus? We'll ship library materials to your door through our document delivery program. (Some restrictions may apply)

### **TexShare Program - [smu.edu/texshare](https://smu.edu/texshare)**

The SMU Libraries is part of a network of Texas libraries that allows you to check out books from many university, college, and public libraries across Texas. Speak to our Main Desk staff in person or apply online for a TexShare card.

### **IT Help Desk - [smu.edu/help](https://smu.edu/help)**

Contact the IT Help Desk for help with any of your technology questions.



Ask Us

# MEET YOUR LIBRARIAN

## Subject Librarians

There are librarians who specialize in your subject area that can provide personalized help for your topic. Librarians can help you through in person or online meetings or email. You are also welcome to contact your librarian to make suggestions on what books to buy for the collections.

## Meet Your Librarian - [smu.edu/libraries/librarians](https://smu.edu/libraries/librarians)

Advertising	Megan Heuer
Anthropology	Jennifer Sullivan
Art & Art History, Dance	Beverly Mitchell
Arts Mgmt & Arts Entrepreneurship	Megan Heuer
Applied Physiology & Health Mgmt	Jennifer Sullivan
Business	Karen Leesberg
Chemistry	Jennifer Sullivan
Counseling	Evelyn Day
Creative Computation	Jolene de Verges
Data Science	Sylvia Jones
Design & Innovation	Hollie Gardner
Film & Media Arts	Jolene de Verges
Economics	Julia Stewart
Education	Evelyn Day
Engineering & Computer Science	Sylvia Jones
English	Rebecca Graff
Geology (Earth Sciences)	Jennifer Sullivan
Guildhall	Sylvia Jones
History	Rafia Mirza
Liberal Studies	Rebecca Graff
Mathematics	Sylvia Jones
Molecular & Cell Biology	Jennifer Sullivan
Music	Pam Pagels
Physics	Jennifer Sullivan
Psychology	Evelyn Day
Religious Studies	Rafia Mirza
Sport Management	Sylvia Jones
Statistical Science	Jennifer Sullivan
Theatre	Pam Pagels
Theology	Jane Elder

## Getting General Help

Have a quick question that doesn't require an appointment? Find ways to get help through our FAQ, chat, email, text , or visit us in person at the main desk. More info at [smu.edu/askus](https://smu.edu/askus)



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# library workshops

## **RefWorks Citation Management**

Begin using RefWorks, a tool that manages your citations and automates your reference lists in the style of your choice. Bring your laptop!

## **Library 6001: Graduate Research Essentials**

Get the basics of how to navigate library research and thrive as a grad student at SMU. Invest a little time now, and save a lot more later.

## **Library 6002: Searching Research Databases**

Advance your database searching techniques to the next level. Learn how to use Boolean operators, phrase searching, truncation, and controlled vocabulary to get better results.

## **Library 6003: Tips for MS Word**

Frustrated with formatting? Stymied by styles? Begin your journey to becoming a Word Wizard. Inserting citations can be simple.

## **Getting Ready to Publish**

Select the best journals for you to publish in and get acquainted with the current scholarly publication landscape.

## **Designing Better Posters**

Bring your research data along to this hands-on workshop where you'll learn how to design a poster from the very beginning. Participants will leave the workshop with a working draft of a poster.

## **Know Your Author's Rights**

Learn how to navigate the scholarly communication landscape, such as negotiating with publishers. Discover what you need to know when posting your articles in online repositories.

## **Intro to GIS**

Visualize your data. Use ArcGIS Online to work with spatial data and create maps.

## **Intro to Desktop GIS Tools**

Learn about the various desktop tools used in GIS. Take Intro to GIS first.

## **Data Start to Finish**

Get an overview of Research Data Management and the resources needed to get started.

## **Omeka.net: Build A Digital Collection**

Learn how to create a searchable digital collection of documents, photographs, and multimedia using the freely available Omeka.net software. Concepts covered include a digital collections overview, digital file formats, metadata records, collection administration and customization, and digital exhibits.

## **Searching for Author Impact: Metrics & Altmetrics**

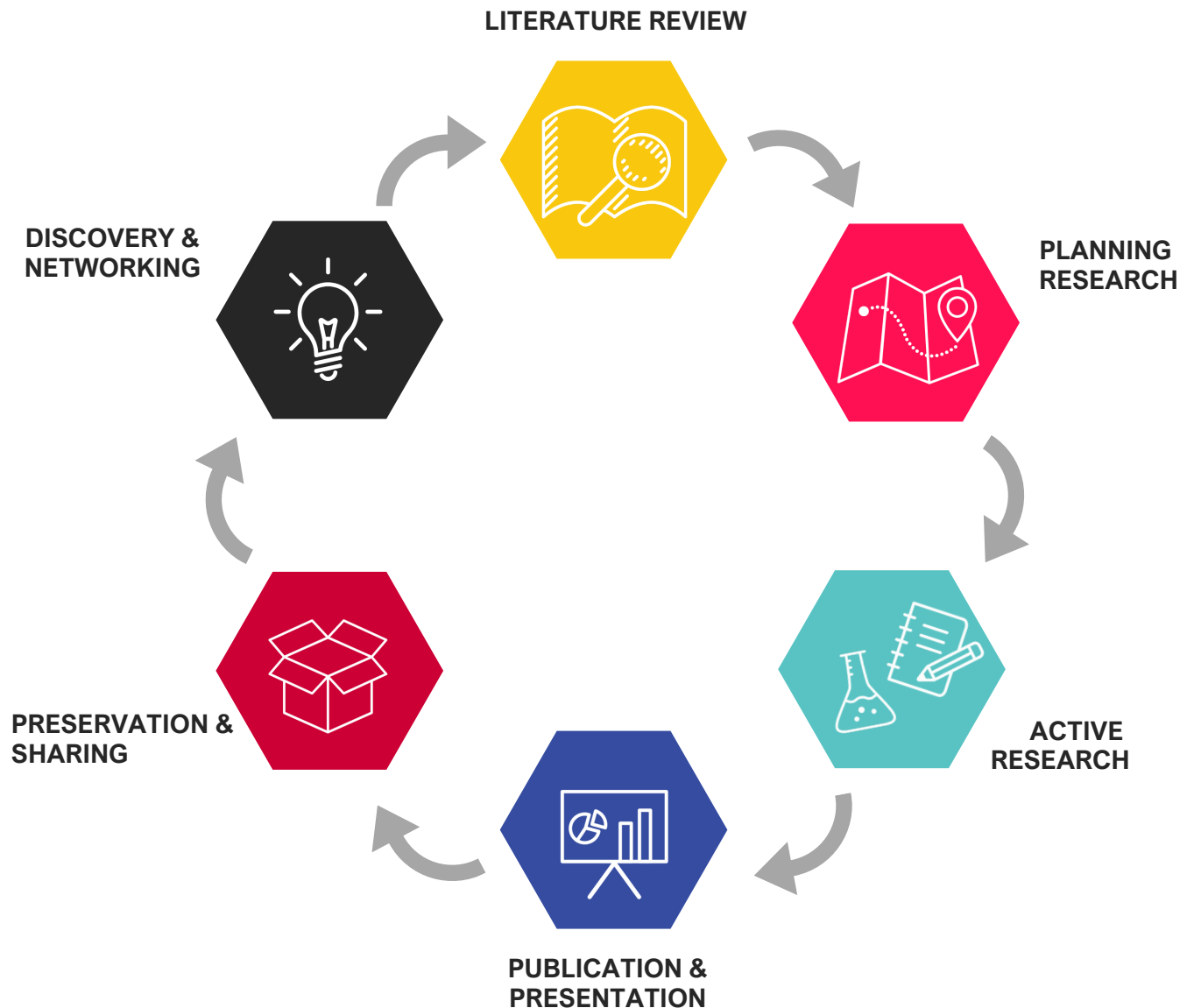
Explore the new ways in which the impact of academic research is being measured, and compare them to traditional methods.

**Register online or request a workshop at**  
**[smu.edu/libraryworkshops](http://smu.edu/libraryworkshops)**



**SMU LIBRARIES**

# Research *lifecycle*



Find library support at  
every stage of your research.



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# discovery & networking

## What is Discovery & Networking?

Conversations and connections lead to innovative ideas. Part of the research process is being inspired by professors, authors, guest speakers, podcasts, and friends. After you have published your works, you can also discovery how you have contributed through your own impact.

### Graduate Student Lounge

Fondren Library, Red, Room 320  
Meet with your friends, make yourself a cup of coffee, store your belongings in a day-use locker, or relax in between classes in a dedicated lounge space for graduate students.

### Collaborative Spaces

After class, meet for coffee or eat a snack in the library. Continue the discussion, clarify ideas, and collaborate to create new knowledge. Then, utilize the group technology to share your ideas quickly.

### Study Rooms

Reserve a study room for several hours, up to 2 weeks in advance. More info at [libcal.smu.edu/allspaces](http://libcal.smu.edu/allspaces)



- What conferences or meetings should I attend?
- What journals should I browse regularly?

## Did you know?

You can borrow up to 250 books and renew online.

### Discovery

Where to you find inspiration? How do you discover ideas worth investigating? What leads you to your next research question, sending you on a quest for information? The library resources put quality information within reach, so you can stumble upon your next "Aha!" moment.

### Citation Metrics

Citations metrics are useful for discovering the reach and the impact of your published articles. Librarians can help you discover ways to find out the impact of your articles



SMU LIBRARIES



# literature review

## What is the literature review?

Your research will become part of the ongoing scholarly conversation. Before you add to the conversation, you'll need know what has been said. You can discover this by performing comprehensive searches in library databases. We can help you make sure you don't miss anything.

### Research Consultations

Schedule a one-on-one appointment in person or online with a librarian who specializes in your subject area and knows the best resources for your assignments. More info: [smu.edu/libraries/librarians](http://smu.edu/libraries/librarians)

### Research Guides

Save time by find the best databases for research in your subject area through these librarian-curated guides. More info: [guides.smu.edu](http://guides.smu.edu)

### Interlibrary Loan

Need something, but the Libraries do not own it? Send us an Interlibrary Loan request and we'll have it delivered here to campus either physically or electronically. More info at [smu.edu/libraries/services/ill](http://smu.edu/libraries/services/ill)

### Search Strategies

We offer workshops and provide guides to help you with developing better search techniques. More info: [guides.smu.edu/searchstrategies](http://guides.smu.edu/searchstrategies)

### Research Alerts

It's important to stay up-to-date in your field and SMU Libraries can help. By thoughtfully combining Table of Contents alerts, search alerts and citation alerts, you can keep all the important and newest information at your fingertips. [guides.smu.edu/currentawareness](http://guides.smu.edu/currentawareness)

### Physical Collections

The SMU Libraries houses almost 2 million books in their collections across the six campus libraries. [smu.edu/librarysearch](http://smu.edu/librarysearch)

### Online Resources

Use the libraries' subscription-based databases that contain scholarly journals, newspapers, magazines, streaming videos and more to find the best types of information for your research.

### Databases for Literature Review

In addition to your standard subject databases, you need to search a few others for a thorough review. More info: [guides.smu.edu/litreviews](http://guides.smu.edu/litreviews)

### Your First Semester Checklist

- ☐ Find your subject librarian to develop search strategies
- ☐ Bookmark your research guide at [guides.smu.edu](http://guides.smu.edu) for easy access
- ☐ Create a RefWorks account and organize folders
- ☐ Setup research alerts for current awareness in your discipline
- ☐ Attend research workshops



# planning research

## Planning Your Research

Developing a research plan needs to occur before beginning research. However, some aspects of planning, such as gathering and managing citations, are ongoing.

### Citation Management: RefWorks

RefWorks collects and organizes citations, so you can spend more time on research and writing. RefWorks will also generate bibliographies and insert citations with Word or Google Docs plug-ins. More info: [guides.smu.edu/refworks](http://guides.smu.edu/refworks)

### Grants & Funding

While you may not need to seek funding for your research as a graduate student, you can get a head start on searching for funding opportunities and learning best practices. More info: [guides.smu.edu/grants](http://guides.smu.edu/grants)

### Institutional Review Board

The IRB ensures research conducted with human subjects is ethical. Talk to your professor about IRB approval before research involving humans, including surveys. More info: [smu.edu/Research/ResearchServices/ResearchCompliance/IRB](http://smu.edu/Research/ResearchServices/ResearchCompliance/IRB)

### Online Tutorials

Our subscription databases include some with tutorials to help you get up to speed on different programming languages (Python, R), text mining, statistics (SPSS), data visualization (ArcGIS), and more!

- LinkedIn Learning
- O'Reilly's Learning Platform for Higher Education

### Need Access to Data? Ask Your Librarian...

- ☐ Is digitized data available?
- ☐ Is it in the right format?
- ☐ Is it freely accessible?
- ☐ Are there licensing restrictions?

### Research Using Data

Check with your librarian to see if you can use data sets and databases for your research. More info: [smu.edu/datasupport](http://smu.edu/datasupport)

### Library Workshops

The Libraries offer workshops to assist you in this stage. Try out the following:

- RefWorks Citation Management
- Data Start to Finish
- Library 6001: Graduate Research Essentials





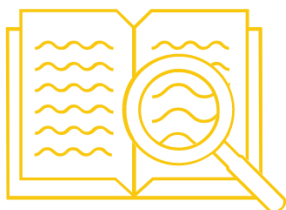


## Support for Your Research

From unique primary sources to large quantitative data sets, the SMU Libraries offer support to every research type on campus no matter what type of data you're collecting and analyzing.

### Digital and Special Collections

SMU Libraries has a wealth of rare and archival materials that can be mined for research projects across the disciplines with many items digitized for global access. DeGolyer Library specializes in Western Americana. The Hamon Arts Library has the Jones Film Collection and the Bywaters Collection. Bridwell Library has many collections related to Methodist studies and other topics in theology. Contact your librarian who can connect you to all of the possibilities.



### Digital Scholarship

Digital Scholarship (DS) refers to the use or creation of digital tools and resources that help researchers to perform new types of research and analysis in any field. Digital Humanities (DH) is a subcategory and refers to the use of these tools in the humanities. SMU Librarians can help you plan your DS/DH project and help you identify the tools and services available to conduct your research.

Contact [digital-scholarship@list.smu.edu](mailto:digital-scholarship@list.smu.edu)



### GIS Support and Spatial Literacy

The libraries offer training in Geographic Information System (GIS) technologies for online mapping and spatial analysis through the GIS@SMU service in Fondren Library. One-on-one appointments, introductory and advanced workshops, for-credit courses, and online tutorials are available. More info: [smu.edu/gis](http://smu.edu/gis)

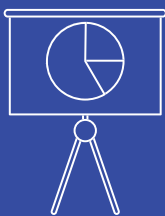


### Data Services

Need to find data sets for your research? Need advice on creating metadata to describe your data? Need help creating a data management plan? Need options for short-term and long-term storage and preservation of your data? The libraries can help.

Contact [datasupport@smu.edu](mailto:datasupport@smu.edu)





# publication & presentation

## Contributing to the Scholarly Conversation

The SMU Libraries and our friends offer the support and tools you need to prepare you for contributing to the scholarship in your field and presenting & protecting yourself as an author.

### Writing Support

The Graduate Writing Center in Fondren Library offers writing support by appointment for students in Dedman, Simmons, and Lyle. Consultants help at any stage of the writing process, from brainstorming to the final draft. More info: [smu.edu/gwc](http://smu.edu/gwc)

### Publishing Opportunities

How does academic publishing work? What are the best journals in your field? Learn about the peer-review process, how to identify journals with the highest impact, and the various stages of publishing from manuscript through to final publication. More info: [guides.smu.edu/academicpublishing](http://guides.smu.edu/academicpublishing)

### Author Rights

Your rights as an author are a commodity and can be bought, sold, transferred or assigned. Knowing your rights is imperative. What should you know about your publisher, your contract and your ability to license and share your work? Learn more from SMU Libraries: [www.smu.edu/copyright](http://www.smu.edu/copyright)

### Copyright & Fair Use

Copyright can be confusing. We can help you gain a better understanding of copyright, both in an academic setting and in daily life. More info at [smu.edu/copyright](http://smu.edu/copyright)



- Where should I present?
- How should I format my proposals?

### ORCID and Scholarly Identity

As a scholar, your work is your identity. Use ORCID to create a unique ID number connecting you to your work. ORCID IDs make it easy for others to discover your work and disambiguate you from other researchers with the same name. Creating a scholarly identity means managing your online profile in order to distinguish your work from others. Sign up at [smu.edu/orcid](http://smu.edu/orcid)

### Electronic Thesis & Dissertation

The ETD at SMU program provides students an open access publishing platform to get your research into the world. [guides.smu.edu/academicpublishing/etd](http://guides.smu.edu/academicpublishing/etd)

### Media Production

Need to create a video or podcast? Use the One-Button Studio in the Hamon Arts Library. More info: [smu.edu/obs](http://smu.edu/obs)





# preservation & sharing

## How to Preserve and Share Your Work

As a scholar, you will need to preserve or share your research data for a designated period of time whether it is preserving it for your own future research or to adhere to IRB or grant requirements. The Libraries can help you navigate this process.

### SMU Scholar

Showcase your research and publications in SMU Scholar, the university's searchable online collection of scholarly research. SMU Scholar makes your work discoverable through Google and tracks downloads. SMU Scholar is also an option for data storage meeting the requirements of grant funding agencies. Materials uploaded to SMU Scholar will be harvested into the university's digital preservation system, Rosetta. More info: [scholar.smu.edu](http://scholar.smu.edu)

### Archiving

There are many options for storing your research data, from institutional resources like SMU Scholar and Box to discipline-specific repositories maintained by others. SMU Libraries can advise you on the many ways to keep your data secure and accessible. Contact [datasupport@smu.edu](mailto:datasupport@smu.edu)

### Omeka Support

Omeka is a web publishing platform that allows users to create digital exhibits. SMU Libraries offers workshops on Omeka. Check the libraries workshop calendar or request individual help from your librarian.

### Metadata Services

Need help organizing your data? Librarians can show you how to create metadata, or data about data, which allows others to search and find your data set. Contact [datasupport@smu.edu](mailto:datasupport@smu.edu)