

### **Quick Guide to Online Services**

### **ONLINE SERVICES**

### Off-Campus Access to Electronic Resources

The Library's subscribed e-resources can be accessed remotely by APS currently enrolled students, faculty and staff.

- Click https://bit.ly/APSLoffcampus
- Login username & password
- Email us at library.aps@ateneo.edu for your account
- Select the e-resources from the list of Online Databases

## Online Reference & Research Service

The library offers quick help online through <u>Ask-a-Librarian</u> and provides in-depth research assistance and consultations for the following:

- Use of library e-resources
- Selecting appropriate information sources
- Finding information online

# Online Library Orientation

The library conducts online orientation to provide users with information about the following library resources and services:

- Searching the OPAC (library catalog)
- Requesting materials online
- Off-campus access to e-resources
- Navigating the online databases

# ♣ Online Materials Request

The library provides electronic delivery of selected materials.

- Request digital copy of one (1) chapter of a book or a single journal article to be scanned and delivered to your inbox.
- Requests may not exceed fair use limits.

For your request, email us at library.aps@ateneo.edu