

Passports FAQs

1. What is Passports?

Passports is Eden-Webster Library System's WWW site (<http://library.webster.edu>), integrating Internet resources and online databases for student and faculty research. Passports is accessible from campus, home, or office, providing 24 hour access to resources, including:

Library Catalogs & Collections:

- **Eden-Webster Library System's online catalog:** Search the library system's collection of 300,000 print and electronic volumes by author, title, subject, keyword, ISBN, or call number.
- **MOBIUS:** Search over 18 million items belonging to Missouri academic libraries with this statewide library catalog system. The membership includes 68 full members from colleges, universities, the State Library and 2 public libraries (cooperating partners).
- **Electronic Reserves:** Allows faculty to place documents on reserve over the Web for students to access and read these materials online, 24 hours a day, from this central site.
- **Libraries Worldwide:** Direct links to catalogs and home pages from libraries around the world, including the Library of Congress and the New York Public Library.

Databases & Internet Resources:

- **Online/Full-Text Databases:** Access to full-text and other databases licensed by the library. Together, over 125 subscription databases provide access to over 25,000 full-text journals, newspapers, business, news, and legal information, as well as statistics, reference materials, financial information, and bibliographic citations from hundreds of other sources.
- **Internet Search Engines & Directories:** Connections to keyword search engines, comprehensive lists of Internet resources, discussion groups, and sources for finding people, companies and magazine, journal and newspaper websites.
- **Electronic Books:** 15,000 titles online through the netLibrary database.
- **Full-Text Sources:** Over 22,000 full-text sources including journals, newspapers, reference sources & other documents covering all subject fields
- **Full-text Reference Works:** including, the 32 volume Encyclopedia Britannica, Routledge Encyclopedia of Philosophy, Gale Virtual Library (over 59 titles), Oxford English Dictionary and composites from hundreds of directories, and factual sources.
- **Full-text News and Legal Information:** including over 5,900 sources from LEXIS-NEXIS Academic.
- **Statistical Compendiums:** including the Bureau of Economic Analysis Information and the National Trade Data Bank from Stat-USA and WiserTrade.
- **Library Holdings:** records bibliographic records for over 67 million items in over 50,000 libraries worldwide.

- **Central Search:** Serials Solutions' federated search engine, allows patrons to search a wide variety of resources and databases using one search.
- **Refworks:** online bibliographic software program that allows people doing research to gather, manage, and store information, as well as to generate citations and create bibliographies in a variety of formats.
- **Additional Internet Resources:** The Passports **Web sites/Search engines** (<http://library.webster.edu/netresearch/subjects.html>) page provides a directory of selected web sites related to the University curriculum, and lists a number of Internet search engines and directories for students and faculty who wish to do a more comprehensive search of the Internet. Eden-Webster librarians have reviewed Internet resources and organized selected sites under subject categories for easy access. The selective directory will point the way to Internet resources of quality and value.

Forms & Services:

- **Forms:** Access to online library services, including electronic reserves, reference, document delivery, and interlibrary loan for current students, faculty and staff.
- **General Faculty/Student Services:** Information about library departments and services.
- **Extended Campus Services:** Extensive information on library support for the extended campuses, including information on local research sources.
- **Online Degree Program Services:** Services and support for students enrolled in online programs.
- **Document Delivery Service:** For extended campuses, Journal article posted on the web or emailed within 48 hours.
- **Video Search Express:** Allows easy searching by title, subject and genre
- **Ask-a-Librarian Service:** (<http://library.webster.edu/services/askalibn.html>) Provides online access to professional reference assistance; responses provided within 24 hours (M-F).
- **Journal/Magazine/Newspaper List:** Locate journal, magazine, or newspaper titles available in electronic or print formats.
- **Book a Librarian:** Emerson Reference Librarians are available in person or by phone for individual library instruction. In these sessions we will teach you how to better utilize our Passports databases or print resources. Simply contact the reference desk in person or by phone (314-968-6950 or 1-800-985-4279) to set up an appointment.

Support and Training:

- **Help with Passports:** "How Do I...?" in Selected Subject Areas - covering Business & Management, Computers, Counseling, Education, Nursing, Human Resources and more.
"How-to" use the website, connecting to and searching the Internet, online and full-text databases, and more.
- **Learn to Use Passports:** Online tutorials, search tips, faculty resources and detailed guides to doing research tailored to a variety of academic disciplines.
"Internet Help" includes "Learn to Use Passports" section with tutorials & guides.

2. How do I access Passports?

From the main campus, you can access Passports in the library and on any terminals that have access to the Internet. From the extended campuses, access Passports in your library resource center or any computer with Internet access at <http://library.webster.edu/>. You must be registered to gain access to most of the databases, and will be asked to enter your student or faculty ID number. This is a 7-digit number beginning with a 1 or a 2. For access problems, please call the library at (314) 961-2660 x7583 or 1-800-985-4279.

3. How do I learn to use Passports/Databases?

A Passports training program consisting of several online tutorials is available on the Passports main menu. Click on the "Learn to Use Passports" button to access these tutorials. This section includes extensive help information, tutorials, and subject-specialized "Doing Research In..." guides. There are also online help functions in all of the databases as well as "tip" sheets designed by library staff on the different database systems. In addition, CD-ROM training materials are available in the library or at your campus, and online at <http://library.webster.edu/wbt/welcome.html#vidseries>.

4. What if the article I need is not full-text on Passports?

The Passports databases provide citations and abstracts for thousands of journals. Over 8,000 journals are available in full-text, but there will be articles that are not available in full-text.

Every journal that is available in full-text is listed in the "**Journal/Magazine/Newspaper List**" section on Passports. Check this list to see if the journal is available in a different database. Next, consider using libraries in your area, since this is the fastest way to get materials. Links to local libraries near your extended campus may be accessed via our "**Worldwide library catalogs**" section on Passports. You may also check on Passports for information on document delivery and interlibrary loan under "Forms".

5. How can I get more help?

If you need more help, ask at the reference desk in person or call 1-800-985-4279 or use the "Ask a Librarian" (<http://library.webster.edu/services/askalibn.html>) service.