Research Using the CIIS Library Web Site

The CIIS Library’s Web site is the starting point for Library research. Start there to identify print, online and multimedia resources available at and beyond CIIS. Additionally, many Library services can be initiated through the Web site.

Getting There
The Library Web site is available 24 hours a day, 7 days a week. To access the homepage of the CIIS Library’s Web site from a computer, on- or off-campus, type the Web address http://library.ciis.edu in the address window of your browser. We suggest that you bookmark or designate this Web site as a favorite so you can use it as the starting place for your research. Computers in the CIIS Library open to the Library Web Site automatically.

On the left side of each page on the site is a navigation bar. It serves as the table of contents to other pages.

Navigation Bar: Research

- **CIIS Library Catalog** - Contains information about print and online books, print and online CIIS theses and dissertations, print journal titles (not articles or online journals), videotapes, CDs, and audiocassettes in the CIIS Library collections.

- **Find Articles +** - Resources purchased or recommended by the Library that identify individual articles in journals, individual chapters in books, dissertations, Web sites, government publications, or other sources. These resources are organized by general subject area, by name, and by search engine/provider. Access to many of these is limited to the CIIS community; to use them off-campus, you may be required to enter your last name and CIIS ID number.
Navigation Bar: Research (continued)

- More... - See figure 3. Listing of CIIS research resources by format. Categories include Find Articles, Find Books (including books not in CIIS collections), Find Journals (either online or in print), Find Dissertations (at CIIS and from schools throughout the U.S.), Find Videos, and Academic Tools (information on scholarly writing and citation, links to other useful sites).

Navigation Bar: Services

- Interlibrary Loan - Online forms to request items from other libraries.
- ERes – Online readings assigned by faculty in some CIIS courses.
- Research help – See figure 4. Many useful links, including reviewing your CIIS Library circulation record online (what do you have out and when is it due?), renewing books online, accessing Library handouts and guides, and contacting Library staff for personalized research assistance – to ask a question or schedule an appointment.

Navigation Bar: Information for...

- Students - See Figure 5. Of particular interest to dissertation and distance students. Includes dissertation format guidelines, sample pages, and other details for dissertation students; plus useful links to resources on academic writing, citations, etc. Also contains information on services for distance students.

Contact Us
Contact the Library for assistance on any research matter, large or small. You may ask questions by phone or email, you may drop by the Reference Desk or sign up for an appointment with a librarian. Call (415) 575-6186 or email AskRef@ciis.edu.