

Naropa University Library Online Access Guide

If you'd like to streamline your process, you can log into MyNaropa: <https://naropa.sharepoint.com/sites/MyNaropa>, navigate to the library homepage by hovering at the top of the screen over "Academic Support Services" and then click Allen Ginsberg Library. It is also fine to start directly from the library homepage, and just log into the Naropa domain when prompted.

Either way, please use the library homepage as your jumping off point for accessing the online resources that we offer. The library homepage can be found here: <https://www.naropa.edu/academics/library/>

Please navigate through the library site, instead of looking up a database through the open internet, so you will be prompted to log in with your MyNaropa username and password to access resources to which we subscribe. This way you will have the fullest access possible to materials.

Electronic Book Collection

Navigate to the **Finding Research Resources** page:

<https://www.naropa.edu/academics/library/finding-resources/>

Open the drop-down menu for **Finding Books**, then select **Ebscohost E-Book Collection**. If you have not logged into the Naropa domain yet, you will be prompted to log in with your MyNaropa username and password. Once you log in, you will be able to access the electronic book collection.

"Search within:" You can search the text of the eBooks for a word or phrase. To take advantage of this, search for a book, then click on the hyperlinked title of the book that is of interest to you, then click on the PDF or EPUB full text of the book. Different options will appear above the text of the book, toward the top of the screen and to the right. One of the options is the "search within" option, visualized as an icon of a magnifying glass. Click on this option; you will get a search field in which you can type in any word or phrase.

"Save pages:" You can also save pages, chapters, or a portion of the book; just click on "Download" beneath the hyperlinked book title, then choose what you would like to save. For each book, there will be a limit to how much you can save, based on certain rights that are unique to each book publisher. A small percentage of the books in the collection do not allow any pages to be saved.

Databases & Journals

Naropa Libraries offers access to several online periodical indexes of abstracts, journals, and other research databases, many with full-text access to materials.

Navigate to the **Finding Research Resources** page:

<https://www.naropa.edu/academics/library/finding-resources/>

Open the drop-down menu for **Finding Articles**, then select **Research Databases**. Databases are organized by discipline, and also lower down you will see that they are

organized in an alphabetical list for your convenience. You will use your MyNaropa username and password to access the database or journal of your choice; after clicking on a title, you will be prompted to log in with your Naropa username and password information.

You may also search for journals that we subscribe to by accessing our **Library Discovery Catalog**. Links to the catalog are found throughout the library site.

<https://naropauniversity.on.worldcat.org/discovery/>

Interlibrary Loan Article Requests

To make Interlibrary Loan article requests, please email complete citation information in the style of your choice (MLA, APA, Chicago, etc...) to:

library@naropa.edu

The **bibliographic information must be complete**, so it must include: author, date published, title of article or chapter, title of source, volume, issue, page range, and DOI if applicable.

Navigate to the **Interlibrary Loan** page for more information:

<https://www.naropa.edu/academics/library/interlibrary-loan-services/>

Naropa University Digital Archive

Enter the Naropa University Digital Archives by finding Archives and Special Collections page on the library website, or just using this link here:

<https://cdm16621.contentdm.oclc.org/>

This resource contains approximately 3,000 audio recordings from our institutional archives. The audio files have been digitized from the Naropa recording collection, which consists of over six thousand tapes of events at Naropa University over its fifty-year life span. These recordings include unique events in the world of education and the arts, with important writers, teachers, and religious leaders.

Library Catalog and Library Book Account

You can use the library catalog to search for resources any time, with no need to log in:

<https://naropauniversity.on.worldcat.org/discovery/>

If you would like to access your library book account, please follow the steps on the library homepage under "Accessing your Library Account." Setting up a library book account in this way will offer you the chance to create login information for the catalog, so you can put books on hold, renew books, and see what you have checked out from your own computer. This login information is separate and distinct from the Naropa username and password that you use to access the digital resources, as explained above. This is why you have to set it up in a separate process.

Need Help?

To contact us email: library@naropa.edu

If you suspect there is an issue with your Naropa network information not working, please contact IT Helpdesk at helpdesk@naropa.edu