Linking Library Resources in Online Courses

If you want to use a library resource in an online course, off-campus access links (also known as peralinks or proxy links/URLs) must be used in order to allow off-site users to access library materials. In order to link to library materials, follow these steps:

1- Conduct your search in DragonQuest, the library’s catalog of both print and electronic materials. You can find that link here: https://login.tu.opal-libraries.org/login?url=http://search.ebscohost.com/login.aspx?authtype=ip,cookie,uid&profile=eds

2- When you click on the DragonQuest link above, you will be prompted at a log-in screen. You must have a library barcode number to proceed with the search (students will also see this screen when they click the link to access the library resource you’re placing in the course). If you do not know your barcode number, contact Luann Edwards, the E-Librarian, via email at EDWARDSLU@TIFFIN.EDU. Below is a screen shot of the proxy login screen:
3- Once you have logged in, conduct your search. Advanced search options are also available by clicking the Advanced Search link under the search box.

Type in search terms. Click Search or hit Enter when finished.

4- Limit your results to include only online, full text materials using the Refine Results panel on the left of your search results screen.

Check the Full Text box to limit to only online materials.
5- Locate the resource that you want to use from your results list. Click the title to view the abstract and bibliographic information. When you link via permalink/proxy URL, this is the page students will see after they sign in. An example is below:

Students will click the full text links in the left column in order to access the resource. They may say “Full Text through LinkSource” as in our example, or they may say “PDF Full Text” or “HTML Full Text.” Always check the full text links before adding resources into a course to verify that resources are actually available and the full text link is working properly.
6- The information on the permalink/proxy URL is available on the Tools menu on the right side of your screen. Click “Permalink” to continue, as shown in the image below:

![Click Permalink to locate the proxy URL for this resource.](image)

7- The permalink/proxy URL will appear at the top of your screen. Copy that link and use it as the students’ access method for the resource in Moodle. Make sure to note that they will need to sign in using their library barcode number. If they do not have it, they can contact Luann Edwards, E-Librarian, at EDWARDSLU@TIFFIN.EDU. They must use their TU student email address as a verification of enrollment.