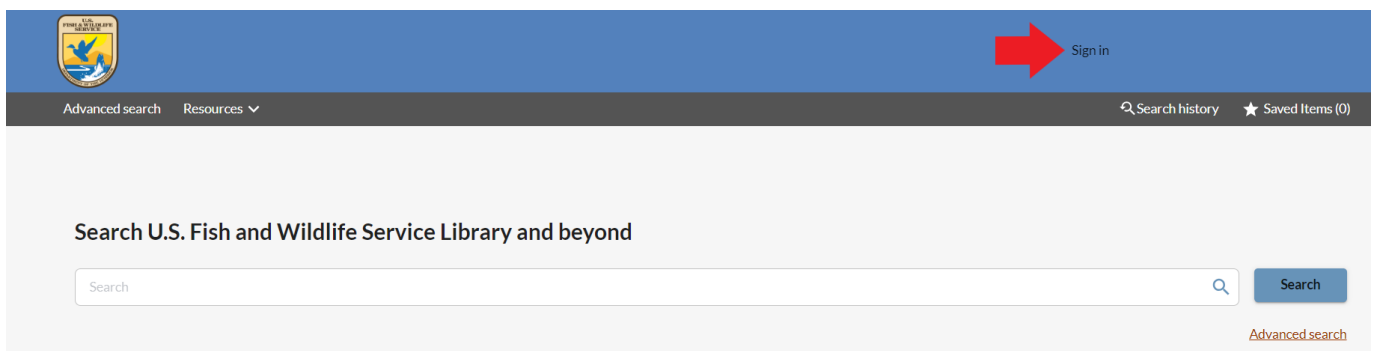


# SOP: Access to the USFWS Library for Army Partners

## Setting Up Your Account

1. Sign up to receive access to the library by adding your information to the spreadsheet "[NCTC library account request](#)" If you do not have access to the file, please contact Tomás Nocera at [tomas\\_nocera@fws.gov](mailto:tomas_nocera@fws.gov)
2. Your username will be your first name and last name separated by an underscore (i.e. jane\_smith).
3. To set your password for the first time, navigate to [fwslibrary.on.worldcat.org/discovery](https://fwslibrary.on.worldcat.org/discovery). This is the USFWS Library Catalog. Click "Sign in" in the upper righthand corner.



4. From the Sign In page, click "Set/Reset Password."


A screenshot of the "Sign In" page. The page has a blue header with the USFWS logo. Below the header is a "SIGN IN" link. Underneath is a form with two input fields: "User Name\*" and "Password\*". Below the form are two buttons: "SIGN IN" and "SET/RESET PASSWORD". The "SET/RESET PASSWORD" button is highlighted with a red rectangular border. At the bottom of the page is a "CANCEL" link.

5. Enter your username, and an email with instructions will be sent to the email address associated with your account.



## Request New Password

To reset your password, enter your user name below. If we recognize your user name, an email with instructions will be sent to your email address on file. Once your password is reset, your current password will no longer be accepted.



**REQUEST NEW PASSWORD**

## Accessing Resources


1. Navigate to [library.fws.gov](http://library.fws.gov), the public website for the USFWS Library
2. There are two ways to use the library's resources- [browsing](#), or [searching](#):

## Browsing

1. Under the Begin Your Research tab, click any of the databases you would like to explore (exceptions: EBSCO Databases, HeinOnline, and JSTOR which are DOI Library databases)

HOME				BEGIN YOUR RESEARCH	FWS SCIENTIFIC JOURNALS	LIBRARY TUTORIALS	REQUEST AN INTERLIBRARY LOAN
<a href="#">Journals</a> Climate Science Collection Ecological Collection Fish and Aquatic Collection Full List of Subscriptions Ornithological Collection		<a href="#">Science Databases</a> BioOne Birds of the World Data.gov <b>EBSCO Business Source Elite</b> EBSCO Databases - Social Science Indexes & more HeinOnline JSTOR Web of Science 1985-Present		<a href="#">USFWS Publications</a> FWS Scientific Journals Biological Technical Publications Cooperator Science Series Refuge Planning Oral History Transcripts Species Reports		<a href="#">About</a> Staff Location FAQs	
<a href="#">Media</a> Audio Images Maps Videos				<a href="#">Reference Management</a> Zotero			

2. You will be prompted to sign in with your library account. Click the “Library Patron Login” button.




**U.S. Fish and Wildlife Service Library**

FWS Employee PIV Login

**Library Patron Login**  
For NCTC Guests and NAFWS Patrons  
Contact Library@FWS.gov for new accounts

3. Next, sign in with your username and password. You will be redirected to the resource automatically.



**SIGN IN**

---

1

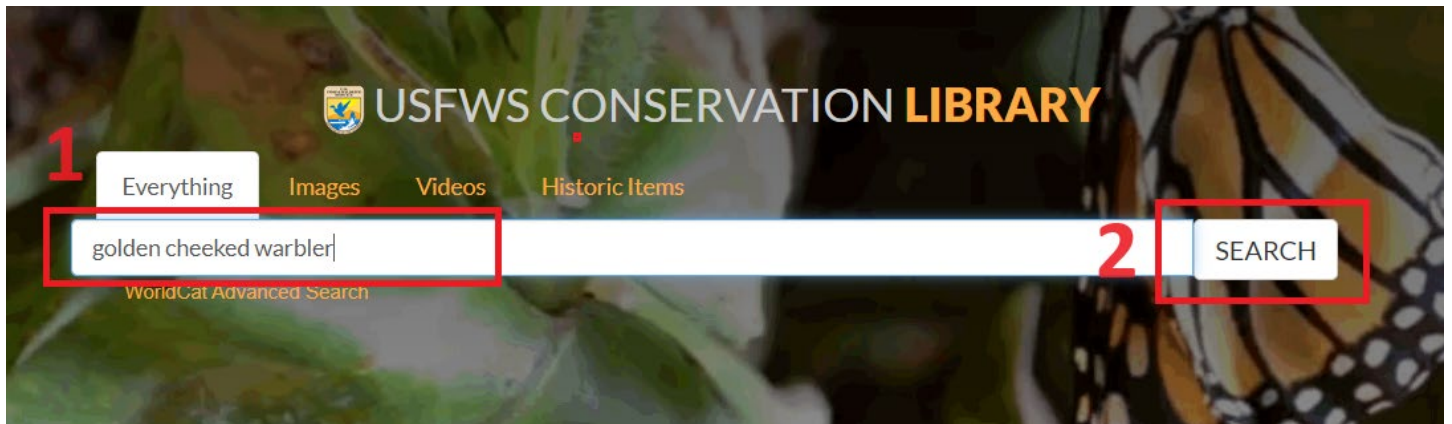
2

3

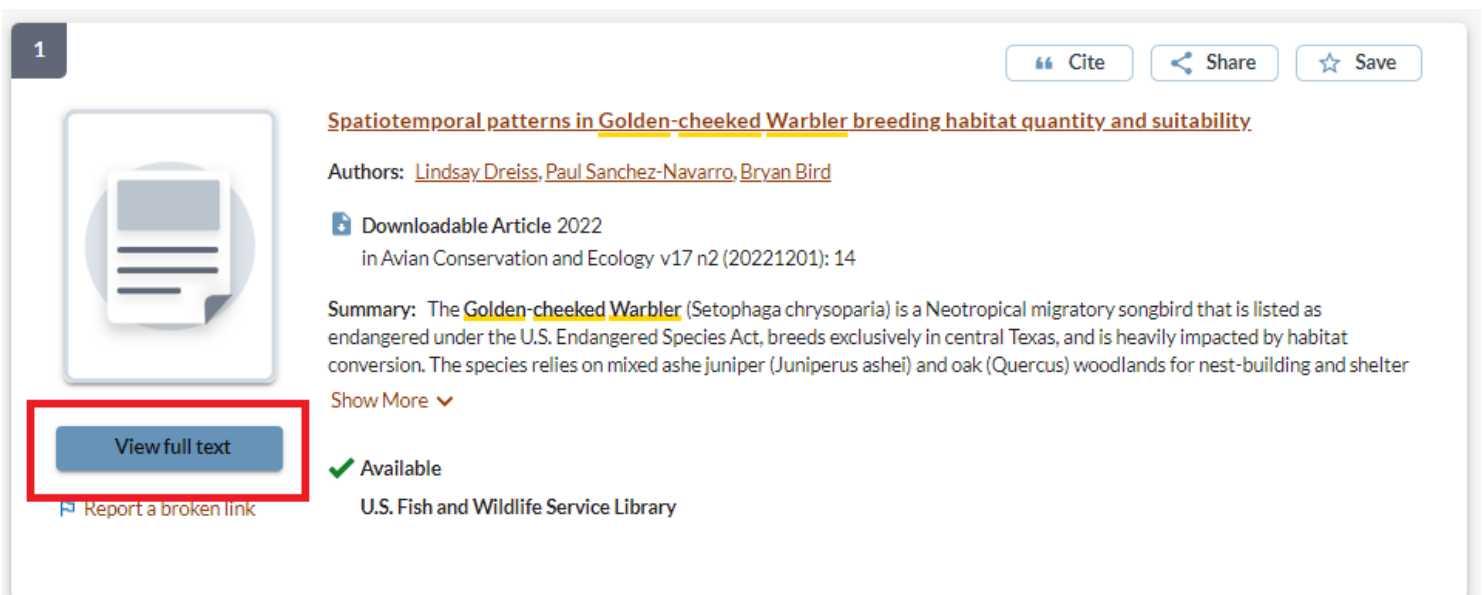
**CANCEL**

## Searching

1. Enter your search terms (i.e. keywords, a title, an author, a publication title) into the search bar under the “Everything” tab. Click “Search”



2. View your search results. Items available through the library will have a green checkmark on the catalog record. Once you find a result you'd like to see, click the “View full text” or “Access online” button.



3. You will be prompted to sign in with your library account. Click the “Library Patron Login” button.



## U.S. Fish and Wildlife Service Library

FWS Employee PIV Login

### Library Patron Login

For NCTC Guests and NAFWS Patrons  
Contact [Library@FWS.gov](mailto:Library@FWS.gov) for new accounts

- Next, sign in with your username and password. You will be redirected to the resource automatically.



SIGN IN

1

User Name\*

User Name

2

Password\*

3

SIGN IN

SET/RESET PASSWORD

CANCEL

## General Authentication Information

- You will remain authenticated for 2 hours once logged in.
- The session will automatically time out after 2 hours of inactivity or will end when you close/quit your browser.

## Issue Reporting and Assistance

- We have had a few reports that users are able to log into our proxy server with their library account to access library resources but get "stuck" on the login page.
- We have tried to correct the issue nationally through the DISA Global Service Desk; however the issues seem to be localized to internal systems. If you are experiencing any issues with logging in, please contact your local IT/Help desk to have them fix the issue locally.
- For issues with broken links or for interlibrary loan assistance, please email [library@fws.gov](mailto:library@fws.gov)