

English 120

LIBRARY SEARCH PROCESS

CREATED BY DENNIS DAVIES-WILSON,
LIBRARY DIRECTOR

The following presentation will guide you toward resources for your English 120 research project.

There is also a search guide available that goes with this session. You should print out the English 120 Project Search Guide so that you can refer to it when you actually begin searching for resources.

There is a remote usage handout on the library web site, which will give you user names and passwords for online databases that can be accessed from off-campus. A slide for accessing the handout will be shown later.

Search Process

Book Resources (searching LIBROS)

Periodical Articles (searching online databases)

World Wide Web

The search process for this project includes finding book resources by searching in *LIBROS*, finding articles in online periodical index databases, and finding web resources.

Accessing *LIBROS*

Access the Library web site at: <http://losalamos.unm.edu/library/>

Under **Frequently Used Databases**, click on LIBROS

Book Resources – Searching LIBROS

Perform keyword search in LIBROS

- Keyword searches will lead you to critical/analytical resources about your topic

Select UNM-Los Alamos to see what is available here.

Evaluate for relevance by browsing contents and indexes for information related to what you are looking for.

Just to review, *LIBROS* is the online catalog, and it should be used especially to find book resources. Those of you who took English 101 at UNM-Los Alamos, will have completed a tutorial on *LIBROS*, so this should all be somewhat familiar. Also, as a reminder, *LIBROS* is a consortium catalog shared by all of the libraries in the entire UNM system, as well as many other academic libraries throughout the state, so if you cannot find what you need at the Los Alamos branch library, you may be able to find it at another consortium library and request it through interlibrary loan.

The following covers searching for materials in just the Los Alamos portion of *LIBROS*.

- Perform a ‘keyword’ search in LIBROS using terms appropriate to your topic. Some search examples and suggestions are listed on the “Search Guide” handout. If you remember from English 101, a keyword search helps you find information “ABOUT” something.
- After you have typed in your search terms, be sure to select UNM-Los Alamos from the pull down menu, in order to see what is available locally.
- Once you have identified potential sources in *LIBROS*, find them on the shelves and then evaluate them for relevance. The quickest way to do this is to browse the table of contents and the indexes for information related to the focus of your topic.
- If some of the choices in the results are electronic books, you may access them and view them online. You will be prompted to enter your UNM net ID and password. To evaluate electronic books, you would do the same as you would for a physical book and browse the tables of contents and indexes for relevant information.

Book Resources at other LIBROS libraries (Interlibrary Loan)

Perform appropriate keyword searches in LIBROS

Select “Entire LIBROS Consortium” to identify books available in libraries other than UNM-Los Alamos

- If a source is found that is not at UNM-LA:
 - fill out and submit an online interlibrary loan form (available through the web site)
 - Items requested through interlibrary loan can take a week or more to arrive.

In the event that you cannot find any useful book resources at UNM-Los Alamos, then, again, it may be possible to obtain other available resources from another library, through interlibrary loan.

To find out if there are other useful sources in another library in the LIBROS system, perform the same search as before, except this time, select “**Entire LIBROS Consortium**” from the pull-down menu.

Given that more libraries will be included in this search, you may end up with too many possibilities. If that is the case, you may want to add a term or terms to your search that are relevant to your particular focus.

If you find books in another library that you would like to use, print out the catalog record; fill out and submit an online interlibrary loan form. (The steps for accessing the online interlibrary loan form is on the next slide).

Keep in mind that items borrowed through interlibrary loan can take a week or more to arrive; therefore, please submit your requests in a timely manner.

Accessing the Online Interlibrary loan forms

From the Library web site's menu on the left:

Click on **Services**.

Click on **Interlibrary Loan**.

Click on **Request a book** at the bottom of the information.

Fill out the form as completely as possible, including all required fields.

Search Online Periodical Index Databases

Periodical index databases

- Academic Search Complete
- Expanded Academic ASAP

Periodical articles are one of the most important source types you will need for this project.

To find periodical articles, you will need to search in one or more periodical index databases that we have available. Two such databases are listed here. Both are listed under **Frequently used Databases** on the library web site front page.

For *Academic Search Complete*, you will be prompted to enter your UNM net ID and password.

Those of you who took English 101 at UNM-Los Alamos will recall that you completed tutorials for both of these.

Search Online Periodical Index Databases cont.

Perform appropriate keyword searches

- See “Search Guide” handout for suggestions/examples

Select “full text” only.

Select “Scholarly/Peer-reviewed/Refereed” articles.

Articles designated as “Critical Essays” and “Articles” in Expanded Academic ASAP will probably be most helpful.

Avoid articles identified as some form of “review.”

Select and print articles as desired.

Perform appropriate keyword searches on your topic. There are several periodical index databases search examples on the search guide handout for you to refer to.

Be sure to select “full text only” and “scholarly/peer-reviewed or refereed” limiting options before you submit your searches.

If you choose to search in *Expanded Academic ASAP*, there will be designators of types of articles indicated in the citation box on the results pages. Articles identified as ‘critical essays’ and ‘articles’ are likely to be the most relevant in the context of this project. Avoid articles designated as a type of review. You may, however, use a book review as a way of finding more books relevant to your topic. The book review itself, though, would not be useful as one of your cited articles.”

And of course, select and print desired articles.

Accessing the “Off-campus Database Access” Handout

From the Library web site

<http://losalamos.unm.edu/library/index.html>:

- Under **Frequently Used Databases**, click on **Off-campus Database Access**.
- Click on the **Online Resource Off-campus Access** link in the third paragraph on the page.
- You will be prompted to enter your UNM net ID and password.
- Click on **Electronic Resource Remote Access**
 - This will bring up a pdf of the usernames and passwords for the various databases.
 - Find the database you are wanting to access and follow the instructions.

World Wide Web Resources

Search in *Yahoo*, *Google*, or another web search engine that you are familiar with.

Enter appropriate search terms for your topic.

Evaluate all web resources for authoritativeness, reliability, and relevance.

Check with your instructor to find out how many web resources are allowed.

If you are in need of a web resource, search Yahoo, Google, or any other web search engine you are familiar with.

Enter appropriate search terms for your topic.

Remember that all web resources must be thoroughly evaluated for authoritativeness, reliability, and relevance.

- .edu and .org web sites are likely to be easier to evaluate, as they are likely to be authoritative to begin with. .com web sites require thorough evaluation.

And finally, if you need to use a web resource, check with your instructor to see how many are allowed.

Conclusion

Don't procrastinate.

Do a little bit each day.

Ask your instructor and library staff for help before the situation becomes a crisis.

Have fun!

In conclusion, get started on this process right away. Don't procrastinate!

If you do a little bit each day, it won't be so overwhelming, and by the time you're done with the paper, you will realize that it was actually pretty easy.

If you run into problems or need help, be sure to ask your instructor and the library staff before things reach a state of crisis.