

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course/Section #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Online Database Exploration Guide**

**Spring 2022**

You will be exploring two online databases available at UNM-Los Alamos, *LIBROS (WorldCat Discovery)* and *Academic Search Complete,* in order to familiarize yourselves with how to access, search, navigate, and retrieve information from them. There are links to both of these databases from the Library web site’s front page: <http://losalamos.unm.edu/library/index.html> . Be sure that you find and identify all of the features requested for each database. If you have any trouble, please participate in a Zoom Help session (see the library website front page), contact library staff at <ulalib@unm.edu>, or seek assistance in person during library hours.

Following the exploration activity, please complete the search assignment by the due date indicated by your course instructor. The search assignment will be graded.

You may fill in the information by typing your responses in the appropriate places using Microsoft Word (you may need to click on “Enable Editing” once you have opened the documents). Save the files with your name as part of the file name, and then email the completed guides and the search assignment to [davies@unm.edu](mailto:davies@unm.edu), and to your course instructor through Learn.

**LIBROS (WorldCat Discovery)**

From the library homepage, you may perform keyword searches in the online catalog by entering words into the search box showing under “Online Catalog.” This is the quickest and most direct method of searching this database. However, there are other types of searches and strategies for searching LIBROS *(WorldCat Discovery)* from the Advanced Search screen.

* Click inside of the search box showing under **Online Catalog**, and click on **Search.**
* On the resulting screen, find and click on the link to the advanced search screen.
* Explore the advanced search screen and find and list the following:
  + At least five “search index” types other than ‘keyword’.
  + The other two “operator” options for combining search terms other than ‘AND’.
  + At least five “Search Tools” options (also known as limiting options).

The Advanced Search screen may be used for more complicated searches. It is not necessary to use the Advanced Search screen for title and author searches. You may search by title on the default search screen by entering **ti:** followed by the title of the book you are looking for. You may search by author on the default search screen by entering **au:** followed by the name of the author you are searching.

Return to the library homepage using the browser back button/arrow.

Enter a term or terms into the **Online Catalog Search** box and submit the search. This will take you to a screen of results. Please do the following:

* Find and indicate the number of results for the search you entered.
* How many results at a time show up on the screen?
* How can you get to other screens of results?
* Looking at the list of resources, what formats (books, ebooks, DVD’s, etc.) are available for the titles on the first page of results?
* For one of the resources on the list, indicate what information is included about that source.
* Find the list of options on the left side of the screen for revising your search. What broad categories are indicated?
  + What are the specific formats listed in the **Format** category for the search you performed? (If there is a “Show More” link, click on it to expand the list).
* Select the “Book” limiting option. How many results are there now?
* Select ‘Print books’.
  + How many results are there now?

Click on one of the titles in the list. This will take you to the catalog record for that item.

Explore the catalog record and do the following:

* Indicate the title of the book.
* Indicate the author of the book.
* What on the screen tells you that the book is available at UNM-Los Alamos?
* Indicate the location of the book in the library.
* Indicate the call number of the book.
* Is the book available? What indicates this?
* Find the “Publication” information for the book.
  + Indicate the place of publication, the publisher, and the date of publication.
* Find how to cite, share, and save this catalog record. Where are the links to these functions on the page?
* Is the author’s name linked? ­\_\_\_\_\_\_ If so, what do you think will happen if you click on it? (You may click on it to find out if you like, but you will need to get back to this record).
* Explore and find how to return to the original search results view (Do not use the back arrow on the browser).
  + What do you have to do?
* Return to the list of results.
* Find how to save items from the list of results.
  + What do you have to do?
* Select and save four items from the page of results.
* Explore the screen and identify how you can view the list of items you selected.
  + What did you have to do?
  + What options are on this screen for managing the list of resources you saved?
  + What do you think is the purpose for having a way to save items from a list of search results?

**Academic Search Complete**

**Please Note:** *If you are primarily a student at main campus or one of the other branches taking this course through UNM-Los Alamos, you must access this database through the library website of your home campus.*

From the library homepage, access *Academic Search Complete* in the **Find Databases by Title** area. (If you are prompted to login, enter your UNM net ID and password).

The resulting screen is the “Basic Search” screen. Please do the following:

* Find how to get to the help screens and go there. In the resulting page, find the link to “Database Help” for Academic Search Complete, and go there.
  + Indicate at least five broad help categories showing on the left side of the screen.
* Look through the information on the page under **About the Database** and answer the following:
  + Is this database scholarly?
  + Is it multi-disciplinary or subject-specific?
  + How many full-text periodical titles are indexed?
* Close this help window.
* Back on the Basic search screen, find the limiting options (Search Options).
  + What are the broad categories of limiting options?
* Enter a term or terms in the search box, select “full-text,” “peer-reviewed,” and “periodical” (under Publication Type), and then submit your search.
* On the results screen, please do the following:
  + Find and indicate the number of results for the search you entered.
  + How many results at a time show up on the screen?
  + How can you get to other screens of results?
  + Look through the list of results and indicate the formats that the full-text articles are available in for the articles listed on that page of results.
  + Is it possible to refine your search from the results screen? If so, what options are provided?
  + Find how to select items to save to a list. How do you select items in this database?
    - Select four items from this page of results, and find how to view that list of items. What do you have to do to view the list of items you selected?
* Click on one of the articles you selected. This will take you to the citation record for that article. Explore the page and do the following:
  + Indicate the title of the article.
  + Indicate the author(s) of the article.
  + Indicate the source of the article (the title of the periodical, volume number, etc., that the article is published in).
  + Is there an abstract for the article? If so, skim through the abstract. In general terms, what does an abstract tell you?
  + Find how to print and email this catalog record. Where are the links to these functions on the page?
  + Is the full-text of the article on the same page as the citation and the abstract? If not, find how to access the full-text of the article. What did you have to do?
  + Is the author’s name linked? If so, what do you think will happen if you click on it? (You may click on it to find out if you like, but you will need to get back to this record).
  + Find how to return to the list of titles you selected. What do you have to do?

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