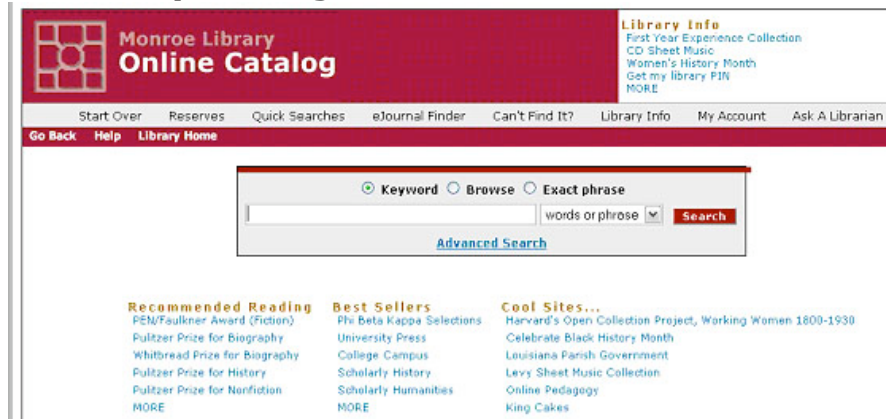


Help is available 24/7 via [Ask a Librarian](#).

The library catalog:



Use the catalog to search for books, ebooks, journals, CDs, scores, and videos.

(Articles are found in databases.)

Once you find a book in the catalog, you'll use the call number listed in the catalog to locate the book in the library.

Call numbers A – GV are on the 2nd floor; these books can be checked out.
Call numbers H – Z are on the 3rd floor; these books can be checked out.
Reference books are on the 1st floor; these books cannot be checked out.
The music collection is on the 1st floor at the back of the library.

The Monroe Library uses the Library of Congress Classification System (LC). The main classes of LC are listed below; these will help you browse the library shelves. More information about LC is available [here](#).

Library of Congress Classification System Main Classes

A – General Works	M – Music and Books on Music
B – Philosophy, Psychology, Religion	N – Fine Arts
C – Auxiliary Sciences of History	P – Language, Literature, Film
D – History: General and Europe	Q - Science
E – History: America	R – Medicine, Nursing
F – History: America	S - Agriculture
G – Geography, Costumes	T – Technology, Photography
H – Social Sciences, Business	U – Military Science
J – Political Science	V – Naval Science
K - Law	Z – Bibliography, Printing, Typography
L - Education	

Ebooks are viewed online; please see this [handout](#) for more information.

Periodicals (journals) are on the 2nd floor in alphabetical order.

DVDs are on the 1st floor.

Videos are stored behind the Learning Commons desk; please ask for assistance.

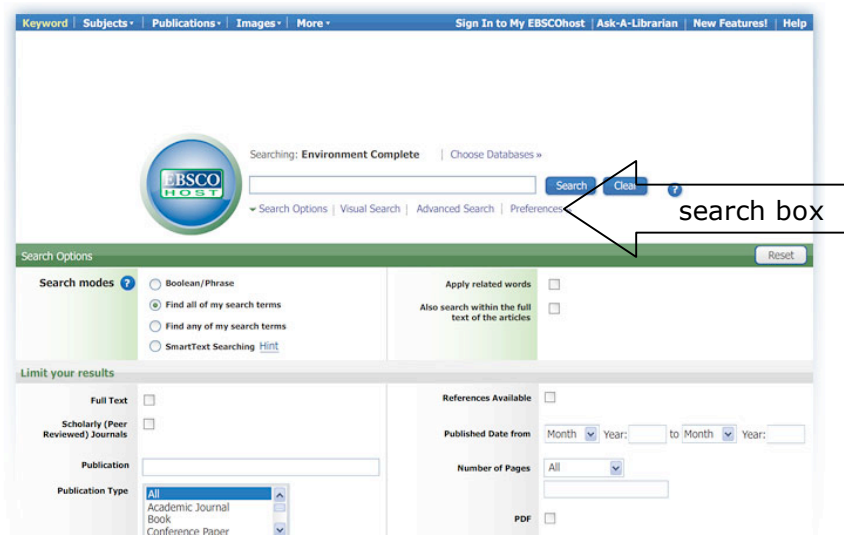
Music materials, including scores and CDs, are at the back of the 1st floor.

Databases:

Library databases contain citations for articles. Sometimes the full text of an article is available through the database you are searching. Sometimes the full text is available through another database or in print; the red *Get it!* button lets you know if this is the case. See page 5 for more information about *Get it!*

The library databases are grouped by subject on this page: <http://library.loyno.edu/find/databases/> After you click on a subject, you'll find a list of recommended databases we recommend for that subject.

Academic Search Complete is a database that covers many subjects. We'll use it as an example of how to find articles in a database.



The **basic search screen** has a search box and ways to limit your search. Check the box next to these limits to retrieve articles that match only those criteria.

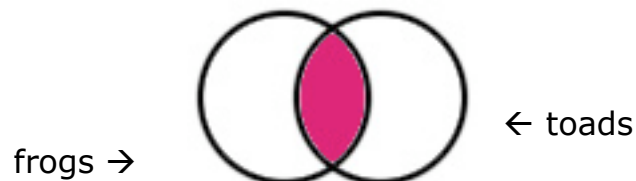
The **advanced search screen** includes pull-down menus for Boolean operators and for specific fields in the database. There are also more options for limiting your search.

More information about finding articles is available [here](#).

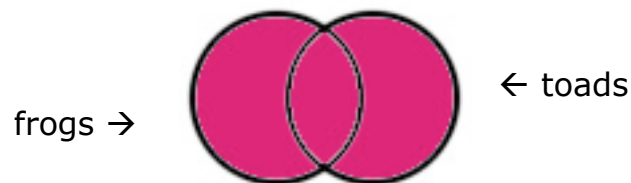
Boolean Operators:

There are three Boolean operators: AND, OR, and NOT. These logical operators tell the database how to combine your search terms.

The **AND** operator tells the database to retrieve only articles that have Both of your search terms. For example, if you want to find articles that mention both frogs and toads, you would use the AND operator. This can be represented visually like so:



The **OR** operator tells the database to retrieve articles that have either of your search terms. For example, if articles about either frogs or toads will be helpful to your research, use the OR operator. The visual representation looks like this:



The **NOT** operator tells the database to retrieve articles that have one but not the other of your search terms. For example, if you need articles that mention only frogs and not toads, use the NOT operator. It looks like this:



The Get it! button:

When an article is available in full text in the database you are searching, click on the link that says either *PDF Full Text* or *HTML full text* to access the article. If not, the *Get it!* button will tell you if the article is available in another database or in print.

The screenshot shows the 'Get it!' button interface for the J. Edgar & Louise S. Monroe Library. It displays article metadata, a 'Get it!' button with a status indicator, and several options for accessing the full text. Callout boxes provide detailed explanations for each element.

Callout 1: This is the citation for the article you found.

Callout 2: This indicates the article is available in full text in another database. Click here to get it.

Callout 3: If full text is not available in another database, click here to search the library's catalog for print journals.

Callout 4: If the article is not available in full text through a database or in a print journal, you can order the article (at no charge to you) through interlibrary loan. Allow a few days for delivery.

Managing Citations, Creating a Works Cited Page:

RefWorks can help you manage your citations, and it makes creating a bibliography or works cited page much easier. Information about using Refworks is available in this [handout](#).

If you have questions about library research,
[Ask A Librarian](#)



[Library Home](#)