

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

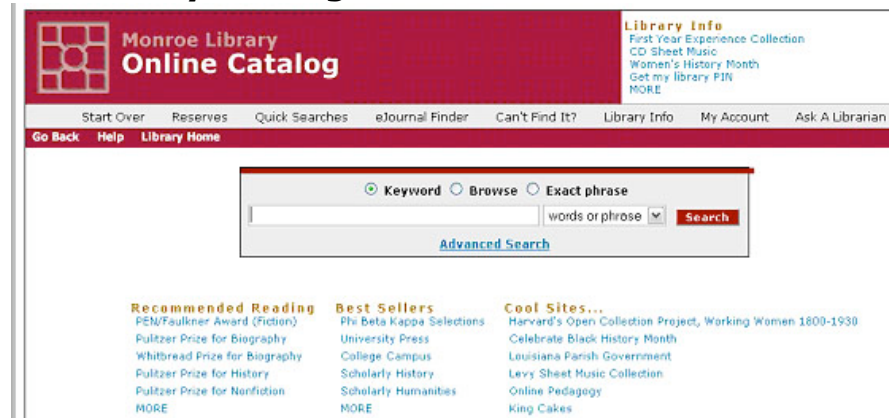
Email: distlib@loyno.edu

Phone: 504-864-7152

Toll-free phone: 877-614-0633

When you call, please remember to identify yourself as a LIMEX student!

The library catalog:



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

(Articles are found in databases.)

The online catalog does not require a password for off-campus use. Search the catalog for books, e-books, journals, and other materials; think of it as an electronic version of the traditional library card catalog. To search for journal articles, refer to the section below about Databases. If you are beginning your research early enough to have the librarians send you a book through the U.S. mail or want to see if an e-book is available for your topic, search the library's catalog by clicking on the link below

<http://canisius.loyno.edu/uhtbin/cgiirsi/0/x/x/60/502/X>

To find commentaries on scripture, search the catalog for the book of the Bible and commentary or the name of the book and exegesis. For example, in the catalog search box type:

Ezekiel and commentary

Mark and exegesis

If you find a book you would like, note the author(s), title, and call number. Then, submit your request through [ILLiad](#), the InterLibrary Loan system. Disregard the statement within ILLiad that items in the library's collection cannot be requested through ILLiad; this does not apply to distance learners.

Distance Library Services can send LIMEX students up to five library books at a time. We can also e-mail copies of articles and provide research assistance. There is no charge for these services, but students are expected to pick up the cost of mailing the books back to the library.

E-books are viewed online. You do not need to create a Net Library account to view e-books, but you will be asked to log in with your Loyola username and password to view the e-book. Information about accessing e-books can be found here:

<http://library.loyno.edu/assets/handouts/research/ebooks.pdf>

Databases:

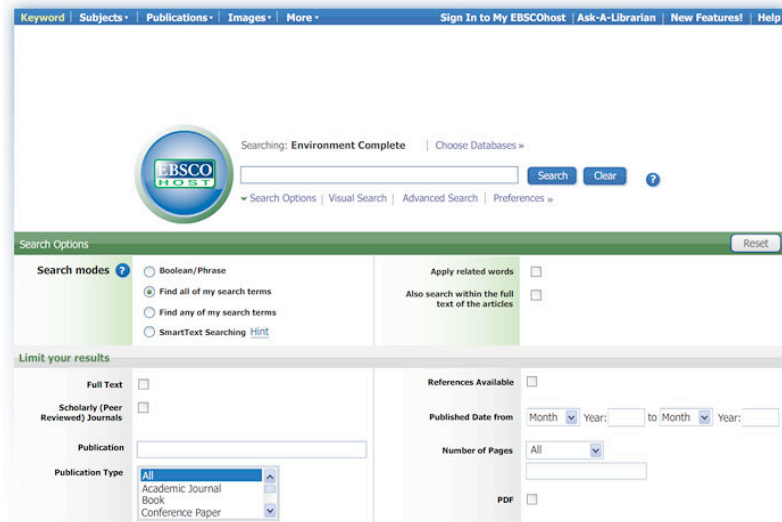
A student must have a Loyola username and password in order to access the databases. To log in to library resources, use your Loyola email username and password. The username is the first part of your email address. For example, if your email address is stiggy@loyno.edu, your username is stiggy. If you haven't changed your password, it should still be set at the default, which is a six digit number consisting of your birth year (4 digits) followed by your birth month (2 digits). For example, if you were born in May 1980, your default password would be 198005. If you do not know your Loyola e-mail address, you can find it in the Loyola [directory](#), or you can find it in the "Personal Info" section of your LORA account.

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 the end of this handout for more information about *Get it!*

The library databases are grouped by subject on this page:

<http://library.loyno.edu/databases/index.htm> After you click on a subject, such as Ministry, you'll find a list of recommended databases, as well as handouts that help you with research and technology and links to websites 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.

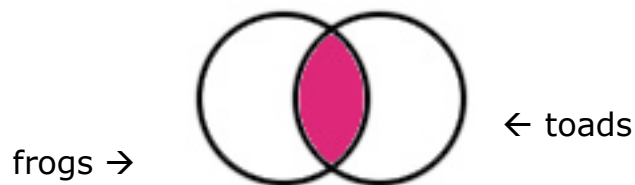
The **advanced search screen** includes pull-down menus for Boolean operators and for specific fields in the database. There are also more options for limiting your search.

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

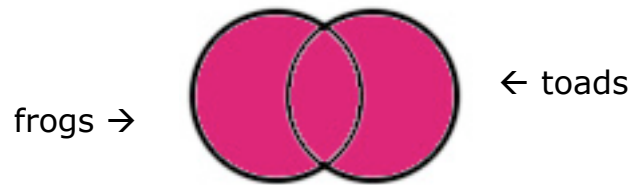
Boolean Operators:

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

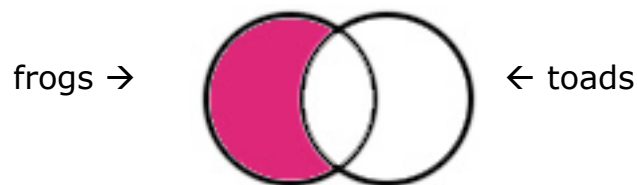
The **AND** operator tells the database to retrieve only articles that have Both of your search terms. For example, if you want to find articles that mention both frogs and toads, you would use the AND operator. This can be represented visually like so:



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 a library database interface with the following sections and callouts:

- Get it! 5 with the J. Edgar & Louise S. Monroe Library** (Header)
- Title:** DEVELOPMENT OF THE PERINATAL CONCERNS PROGRAM: CARE OF MOTHERS AFTER DIAGNOSIS OF FATAL INFANT ANOMALIES. (Callout: This is the citation for the article you found.)
- Source:** MCN, THE AMERICAN JOURNAL OF PERINATAL CHILD NURSING [0361-629X] YR:2007 VOL:32 ISS:1 PG:30
- Online**
 - Full text available via **EBSCOhost Electronic Journals Service**
 - Year: 2007 Volume: 32 Issue: 1 Start Page: 30 **Get it!** (Callout: This indicates the article is available in full text in another database. Click here to get it.)
 - Available from 1996
 - Full text available via **Journals@Ovid**
 - Year: 2007 Volume: 32 Issue: 1 Start Page: 30 **Get it!**
 - Available from 1996 volume: 21 issue:1
- Print**
 - Check for detailed print holdings in **our catalog** **Get it!** (Callout: If full text is not available in another database, click here to search the library's catalog for print journals.)
 - Library has: vol.11 (1986) - vol.31 (2006)
- Reference**
 - Download citation to **RefWorks Direct Export Tool** **Get it!**
- Web Service**
 - Find out more about **Get it!** **Get it!**
 - For more help, go to **Ask a Librarian** **Get it!**

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If you have questions about library research,

[**Ask A Librarian**](#)



[**Library Home**](#)