Getting help with research:

Local: 864-7152
Long distance: 877-614-0633
Email: distlib@loyno.edu

Help is available 24/7 via Ask a Librarian.

Distance Learning Library Web Page:
http://library.loyno.edu/services_collections/distance.php

How to do research handouts:
http://library.loyno.edu/ask/diy/handouts/research.php

Using the Library:

If you are off-campus, you may be asked to log-in to use some library resources, particularly library databases. Log-in with your Loyola email username and password. This is the first part of your Loyola email address and your Loyola email password. For example, if your Loyola 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 pattern.

If you started at Loyola before March 2008, the password pattern will be YYYYMM; that is, the four digit year of your birth followed by the two digit birth month. For example, if you were born in May 1980, your default password would be 198005.

If you started at Loyola after March 2008, the password pattern will be 6 characters long with the 1st 2 characters being the 1st 2 characters of your First Name and the last 4 characters being the last 4 digits of your SSN. For example, Mary Smith with the SSN xxx-xx-3456 will have the password ma3456.

Don't know your Loyola email account information? You can find your email address by looking it up in the Loyola directory (http://www.loyno.edu/search/) or you can find it in the "Personal Info" section of your LORA account.
The library catalog:

Once you find an item in the catalog, you’ll use the call number listed in the catalog to locate it 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.

Ebooks are viewed online; please see this handout for more information.

Current periodicals (journals) are at the front of the 2nd floor; older issues are shelved behind them. Both are in alphabetical order.

DVDs are on the 1st floor.

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 (http://www.loc.gov/catdir/cpso/lcco/).

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. More information about Get it! is at the end of this handout.

The library databases are grouped by subject on this page (http://library.loyno.edu/find/databases/) The Nursing & Health section lists databases that contain information related to the nursing profession and research.
CINAHL Plus with Full-Text is a useful database for many of your assignments. We’ll use it as an example of how to find articles in a database.

If you get too many results, you need to limit your search using the advanced search screen.

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.

Often, your search will return more results than are actually relevant. Limit your search to narrow the results. Consider limiting your search

- To research articles
- To journals published in the U.S. (under journal subset)
- To articles written in English (under language)

Some of these limiters are only available through the advanced search screen, so you may want to make a habit of using this screen.

**Please note:** for best results, uncheck the Suggest Subject Terms box at the top of the advanced search screen.

You can also search the Health Source: Nursing/Academic Edition and EBSCO Medline databases for information related to your assignments.
**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 compassion and concept analysis, you would use the AND operator. This can be represented visually like so:

![Venn Diagram](#)

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

![Venn Diagram](#)

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 compassion and not empathy, use the NOT operator. It looks like this:

![Venn Diagram](#)
**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 there is not a PDF Full Text or an HTML Full Text link, the red Get it! button will tell you if the article is available in another database or in print.

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This is the citation for the article you found.

This indicates the article is available in full text in another database. Click the red button to get it.

The Print area indicates whether the library owns a copy. If so, the volumes available are listed.

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](#).

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

[Library Home](#)