Finding Books and Articles

Subject Librarians are available to provide help in many areas, such as search strategies and keyword ideas to find resources, how to search a database and which ones are best for your topic. Visit the Library website for contact information on your subject area at http://info.lib.uh.edu.

Finding Books in the Catalog

1. Search the catalog online by visiting the Library website and clicking on CATALOG. Then click on ADVANCED under the box.

2. Click on Book under FORMATS and enter your search terms in the boxes. The default is a keyword search.
3. Once you’ve found your book, you will need the following to locate it (yellow arrows on next page):
   - **Title of book, Call Number** (ex. – PR3017 .S53 2014), and **Location**.
     - The locations on our campus are UH Anderson, UH Architecture and Art, UH Law, UH Music, and UH Optometry.
   - Make sure to check if the book is checked out or not before you try to find it!
4. **If you get stuck**—subject headings give ideas for more keywords to search. You can also find more items by clicking on “More Like This” at the top of the page.

5. Notice the **“Citation Info”** link under *Other Resources*? This shows you the citation for the item, which you will use in your bibliography. Always double-check citations to make sure they are correct!

## Finding Articles in our databases

1. On the Library website, select the **DATABASES** tab to search by the database title or by subject. A good general database on many different topics is *Academic Search Complete*.

2. Each database may look a little different, but they always have a search box and usually have an advanced search, if you would like to limit your search to a specific year or only scholarly (peer-reviewed) articles.
   - Don’t forget to search using **keywords** with “AND,” “OR,” or “NOT” in-between to get the most results (Boolean searching)

![Finding Articles in our databases](image-url)
3. If we have a subscription to an article, there will be a link to download the full text of the article, usually as a pdf.

REMEMBER-
• If an article is not available online, we may have it in print. Click on CATALOG on our Library website to search for the title of the Journal.
• Interlibrary Loan (ILL) is a service to borrow books and other materials from a different library. You can request an item through ILL by using the request form on our Library website- http://info.lib.uh.edu/services/interlibrary-loan. Be sure to sign up for an ILL account first and leave at least 5-10 days to receive the item!

Visit the Library website at http://info.lib.uh.edu/
Search Strategy Development Worksheet

1. Write down your search topic in the form of a question and underline the key words or phrases.
Example: I want information on how violence on television affects children.

2. Divide these key words into concepts and list below. Use as many concept boxes as needed. List synonyms for each concept. Consider singular/plural forms, spelling variations, different word endings, etc.
Example:

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>violence</td>
<td>television</td>
<td>children</td>
</tr>
<tr>
<td>violent</td>
<td></td>
<td>child</td>
</tr>
<tr>
<td>aggression</td>
<td>tv</td>
<td>kids</td>
</tr>
<tr>
<td>aggressive</td>
<td></td>
<td>young</td>
</tr>
<tr>
<td></td>
<td></td>
<td>youth</td>
</tr>
</tbody>
</table>

Term   | AND   | Term   | AND   | Term   | AND   |
-------|-------|-------|-------|-------|-------|
violence|       | violent|       | aggressive|       |
violent|       |       | tv    |       | children|
aggression|       |       |       | tv    | child  |
young |       |       |       |       | youth  |

3. Construct your search strategy using Boolean operators, truncation, and parentheses.
Example: (violence OR aggression) AND (television OR tv) AND (children OR kid* OR child* OR young OR youth)

- Connect the synonyms with the Boolean operator "OR". You must use parentheses around your synonyms connected with OR. "OR" broadens your search by gathering records in which one or more of your terms appear.
- Connect the concept sets with the Boolean operator "AND". "AND" narrows your search by requiring that at least one term from each concept set be present.
- Use the appropriate truncation symbol (* ?) to search for words containing a common word root, with any number or combination of characters following that root.

Worksheet from the Professional Enrichment Center, University of Puerto Rico - Mayagüez at http://cep.uprm.edu/pdf_talleres/searchstraws.pdf