

Library Orientation

Before beginning a search for resources, keywords must be identified. Choose the most important term in the topic or thesis statement (or the term most likely to have a book written about it), then a secondary search term. For example, given the topic “Discuss the concept of heroism in *Beowulf*,” *Beowulf* would be the most important (or primary) search term; heroism would be secondary.

When searching for resources, the library’s catalog should be the first stop. When searching the catalog, keep it simple; the least amount of words used, the better the resulting returns. The catalog can be accessed via the Internet at <http://destiny.manchestertwp.org/common/welcome.jsp?site=100> . The Destiny icon on the desktop of the library computers is a shortcut to this site.

Within the catalog, below the search box, there are choices: “Keyword,” “Title,” “Author,” “Subject,” and “Series.” “Keyword” is used to find everything in the collection about a given subject; it usually yields the most results. “Title” should be used when the exact title of the book is known. “Author” may be used when the work’s author is known; it may be submitted as a last name only; last name, first name; or first name last name. “Subject” may be used when searching for books about a general topic. A “Series” search should be performed when looking for books that are part of a set or series.

When a search yields results, first look at the right side of the screen which will show how many copies of a book are available. If a copy is available, it should be found in the library. Beneath the title of each book is the call number, or library address. The call number indicates where the book can be found in the library. Non-fiction books, or call numbers from 001-999, are found along the left wall of the library starting under the staircase and in the stacks halfway across the back wall. Call numbers beginning with “FIC” are fiction books and can be found along the right side of the back wall. A call number beginning with “B” is a biography, found in the very last row on the right hand side at the back of the library. “SC,” or books catalogued as story collections, are found along the right wall of the library. The reference books, call numbers beginning with “REF,” are found along and in front of the right hand wall. “AB” stands for audiobook; these materials are found on the small rack by the circulation desk. Finally, eBook designates an electronic book, which can be accessed via the Internet. Clicking on the title of the eBook in the catalog will provide access to the book’s details, including the URL. Clicking on the URL in the library will provide direct access to the book. Outside of the library, a password will be needed to access the book. (A comprehensive list of passwords can be found on the printed bookmarks and in the brochures available at the circulation desk.)

Ebooks may also be accessed via the Internet through the library's webpage (<http://www1.manchestertwp.org/teacher/mths/mthsmc/mthsmc.htm>). On the Common Links page, choosing "Gale Virtual Reference Library" will allow a search of over 400 eBooks. As mentioned earlier, passwords are not needed within the library.

For a Basic Search, the primary keyword (for example, *Beowulf*) would be typed in the search box. In most instances, this would yield a large number of results. The Advanced Search option should be used to narrow the results. Advanced Search offers the opportunity to search for a variety of different terms, as well as a pull-down menu which allows terms to be searched under different criteria. To begin a search, use the pull-down menu to change the first index to "Document Title" and type the primary search term in the first search box. Make sure the spelling of the search term is correct; misspelled words yield few, if any, results. On the second line, use the pull-down menu to choose "And," the next pull-down menu to choose "Document Title," then type the secondary search term in the next search box. Hit "Enter" or click on the "Search" button. To widen the search, click on the "Advanced Search" link found to the right of the word "Results." Use the second pull-down menu to change "Document Title" to "Keyword(ke)" and hit "Enter" or "Search." To widen the search again, return to "Advanced Search" and use the first pull-down menu to change the first "Document Title" to "Keyword(ke)" hit "Enter" or "Search." For an even wider search, return to "Advanced Search" and use the second pull-down menu to change the second "Keyword(ke)" to "Entire Document(tx)." In addition to changing the search criteria, the search can also be changed by using different terms. Increase or decrease the number of search terms to achieve the number of returned results required, or use a thesaurus to find synonyms that can be used in the search.

Electronic databases are the next resources that should be explored for information. On the library webpage, go to the Common Links page. It is easiest to begin with the Gale databases, since Gale is the company that hosts the Virtual Reference Library and the database search is the same as the search for the eBooks. For literature-related topics, start with the *Literature Resource Center*. For social studies topics, begin with the *Discovering Collection*. Conduct your search in the same manner used in the *Gale Virtual Reference Library* (see above). When reviewing the resulting returns, please note that results are divided into categories and separated by tabs. Total returns may be viewed only by visiting all tabs, one tab at a time.

The next databases to be explored are those provided by EBSCO, *Literary Reference Center* for literature-related topics and *Student Research Center* for social studies topics. These databases do not offer the same Advanced Search option provided by Gale. Instead, simply type one or more

keywords into the search bar (the word “and” is not necessary between words) and hit “search.” Again, notice the tabs above the list of results. In EBSCO databases, the first tab shows All Results. If a particular type of result is desired, such as Literary Criticism, Plot Summary, or Reference Books, those tabs are available for quick review and access.

For additional information, search the remaining databases on the Common Links page, as well as those on the Electronic Databases page. Keep in mind that search methods and capabilities vary among databases; changes in search methods and terms may be necessary.

Summarized Steps of Research

Review research topic. Choose primary and secondary search terms.

Library Catalog search: “Title” – only when exact book title is known

“Author” – last name only; last name, first name; or first name last name

“Subject” – when searching a general topic

“Keyword” – search for specific word(s) or phrase

Library Call Numbers: 000 – 999 Nonfiction – along the left wall and across the back of the library

FIC Fiction – along the right side of the back wall

B Biography – last row, right side of the back wall

SC Story Collection – along right hand wall

REF Reference – along and in front of right hand wall

AB Audiobook – small rack by circulation desk

eBook Electronic book – accessible through Internet

Library webpage, Common Links Page, *Gale Virtual Reference Library*

Advanced Search: “Document title” search, primary and secondary search terms

If additional returns are needed:

Change second “Document title” to “Keyword(ke)” [Search primary search term as document title and secondary search term as keyword.]

If more returns are needed:

Change first “Document title” to “Keyword(ke)” [Search both primary and secondary search terms keyword.]

If even more returns are needed:

Change the second “Keyword(ke)” to “Entire Document(tx)” [Search primary search term as keyword and secondary search term as entire document.]

Databases: Accessible via Internet with ID and/or password (**full list of passwords available at the library's circulation desk**)

Begin with **Gale databases:** Library webpage, Common Links Page, *Literature Resource Center* or *Discovering Collection*

Search as above.

For additional information:

EBSCO databases: Library webpage, Common Links Page, *Literary Reference Center* or *Student Research Center*

Type keywords into search bar and hit "search"

For additional information:

Search remaining databases on the Common Links page, as well as those on the Electronic Databases page