Introduction to Foley Center Library
Part 1 - GET STARTED

IN THIS TUTORIAL

1. A quick tour of the Foley Library web page
2. Two options for starting your research: Research Guides and Library Search

Use your page down key or space bar to advance the slides.

Tutorial created by Theresa Kappus, Foley Center Library, Gonzaga University. (Revised 2017)
Welcome to Foley Library

The left side of the page has library hours, the chat window, library tweets, and phone numbers.

The main part of the page has the Library Search and buttons linking to research tools, library services, library information, and other resources and support services.

The next slides will describe what’s behind each button.
Research Tools

Library Search - Search for books and articles all at once to get your research started. Sign into your account for best results.

WorldCat – Search for books in other libraries. Use ILLiad to get them.

Databases - Collections of academic articles, newspapers, films, and more. Subject specific databases like PsycINFO and Communication Source are especially helpful for upper division and graduate research.

Periodicals@Foley - The journals, magazines and newspapers that are available to you through Foley Library online or in print.

Tutorials – Learn how to use various library resources. Take an Online Library Orientation for a great overview of what the online library has to offer.

Research Guides – The best library resources for your field of study recommended by our librarians.
Library Services

**Digital Archives** – View historical images of Gonzaga from the University Archives.

**Distance & Online Services** – Check this out if you are a distant or online student.

**Interlibrary Loan/ ILLiad** – A service that allows you to request books and articles you can’t get from Foley Library.

**RefWorks** – An easy way to save and organize your references and create bibliographies.

**Renew Items** – Renew books you check out from Foley Library.

**CashNet** – Online payment option for community borrower cards and lost books.

**Wireless Printing** – Print from your laptop when you are in Foley Library.

**Reserve a Study Room** – Reserve a room for your study group.

**Make an Appointment** – Get one-on-one help in person or on the phone.
Library Information

**Hours** – Regular library hours, holiday hours, finals week hours, etc.

**Contact Us** – Call, text, chat, email, come in, to get help.

**News & Events** – Find out what’s going on at the library.

**Policies & Services** – Find out what foods are OK to eat in the library, where the quiet study areas are, where you can talk on your cell phone, and how long you can check out a book, laptop, or Flip camera.

**Departments & Information** – Find out who we are and what we do. If you have Federal Work-Study, consider one of the many student jobs in the library.
Other Libraries – Links to Chastek Law Library and the Gonzaga in Florence Library

University Archives and Special Collections (UASC) – Home to the history of Gonzaga and a fascinating collection of rare books and other historical materials.

Aeon – Place requests to use items from the archives through Aeon.

ATASupport – Academic Technology Support for Foliotek, TracDat, and Turnitin.

Jesuit Oregon Province Archives (JOPA) – Historical materials related to the work of the Jesuits in the Pacific Northwest.

ZagLinks – A little bit of everything. There are links to Blackboard and Zagweb and to Spokane area places, organizations, restaurants, and events.

Social Media – Follow us on Facebook, Twitter or Instagram!
Chat with Us!

- The chat box is on the library home page and in most Research Guides.

- Enter your question and start chatting with a librarian.

- Chat service is available 24/7. During library hours, you’ll be chatting with a Gonzaga Librarian.

- Text a question to 509-730-5979.
Are you ready to dive in?

https://static.pexels.com/photos/38959/pexels-photo-38959.jpeg
Start with a Research Guide

The Research Guide link on the library homepage opens to a list of guides by subject. Each guide has recommended resources for that discipline. Tabs across the top organize the resources by type. If you need help, contact the librarian who created the guide.
Start with the Library Search box on the library homepage.

Keep your search simple. Enter a key word or two in the search box.

Results can be articles, books, videos, and more.

Select from the options on the left to refine results. Options you choose appear above the results list.

Sign in at the top right of the results page for best access to online resources.
Library Search Results include...

**Peer-reviewed Articles.** If you are signed in, follow the provided link to access the article online.

**E-books.** The link to the ebook is under the Find Online or the Details tab.

**Physical Books.** Use the call number to find a book on the shelf in the library. Use the request feature to place a hold on a book if you aren’t in the building.
Take Action

• Go to the Details Tab to read the abstract or description of the article.
• Go to the Find Online tab for the links to full-text articles.
• Go to the Actions drop down menu to email the citation or send it to RefWorks.
You are on your way!

Now you know...

- How the Foley Library website is organized.
- Where to start your research using a Research Guide
- Where to start your research using Library Search.

If you have a question about the library or need help with your research, contact us. That’s what we’re here for!

Use the chat service. Call 509-313-5931 or 800-498-5941

Email refdesk@gonzaga.edu. Schedule an appointment with a librarian.