Introduction to Foley Center Library
Part 2 – FIND IT

IN THIS TUTORIAL

1. Find Articles in Library Databases
2. Find Books using Library Search
3. Find Books using WorldCat

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

Tutorial created by Theresa Kappus, Foley Center Library, Gonzaga University. (Revised 2017)
Foley Center Library subscribes to over 260 databases and many of them give you immediate access to the article as a PDF.

Go to Databases on the library homepage for the list of databases from A to Z.

Go to Research Guides to see the best databases for a specific discipline like psychology, religion or engineering.
Database content is password protected. You will have to log in when you are off-campus. Your username and password are the same as Blackboard and Zagmail. If you have trouble logging in contact Gonzaga Tech Support 509-313-5550 / techsupport@gonzaga.edu
Ready to start searching

Recommendations

• Before you start, look at the entire screen to see what tools and search options are available
• Try a few searches and experiment with keywords and limiters
• Try more than one database
• Get searching tips by viewing a tutorial
• Contact the library when you have questions
## Hot Tip: Boolean Searching

The words AND, OR, and NOT typed in all caps are Boolean Operators, used to limit, expand, or refine a search in a database.

### Boolean Operators

<table>
<thead>
<tr>
<th>Boolean Operators</th>
<th>Examples</th>
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| **AND** Limits    | leadership **AND** change  
counseling **AND** adolescents |
| **OR** Expands    | principals **OR** administrators  
programs **OR** activities |
| **NOT** Excludes  | counseling **NOT** career  
camels **NOT** cigarettes |
Find Books

Find books and e-books at Foley Center Library.
Find Books using Library Search

Use the Advanced Search and sign in to your library account.

To find books on a topic, search for the term in the subject field.

Select Books as the Material Type.

You can limit results to books in print or online.

Available in the Library indicates physical books.
Find e-books at Foley

1. Use the Advanced Search
2. Sign in and enter your search terms
3. Select Material Type: Books
4. Select Search Scope: Foley Only
5. Search
Limit to eBooks

6. Limit the results to **Full Text Online**.
7. Open the **Find Online** tab to get the link to the book.

The level of access to e-books varies. This book can only be read online. You can download a chapter, but the number of pages allowed is limited.
Find More Books using WorldCat

WorldCat is a database of library holdings worldwide. If Gonzaga doesn’t have a book you need, you can request it through Interlibrary Loan.
This shows a WorldCat search for records that...

have any word starting with *leader* in the Subject Field

AND

include words starting with *innovat* anywhere in the item record

AND

include the word *effectiveness* anywhere in the item record

The search is also limited to books, in English, published between 2010-2017.

Tip: In most databases, you can use an asterisk to search for all forms of a word. For example, the search term *innovat* looks for the words innovate, innovation, innovative, etc.
WorldCat Results

Click on the title to view the detailed record for a book.

WorldCat will let you know if Gonzaga has a book.
WorldCat Detailed Record

- If Gonzaga doesn’t own a book, use the ILLiad link to request an interlibrary loan.
- E-books and textbooks are generally not available through interlibrary loan.
- You can email, print, or export this record to RefWorks.
Subject headings or descriptors are used to classify items by subject, like the books in a library.

- They are not random tags, but specific terms from a controlled vocabulary.
- You can often find better or additional search terms here.
- Each descriptor is a live link you can use to start a new search for all items with that descriptor.
Your turn: See what you can find!

Now you know how to:

• Find and log into a library database
• Find books located in Foley Library
• Find books in other libraries using WorldCat

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. Make an appointment with a librarian.
Photo credits

Slide 1: Man with Coffee Cup from Pexels website
Slide 6: Foley bookshelf by Annalise McInelly (2014)
Slide 10: Foley stacks by Zoanna Mayhook (2013)