Introduction to Foley Library

Part 2 – Find It

Foley Center Library, Gonzaga University
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Foley Library subscribes to over 300 databases. Many include the full-text of articles as PDFs. Subject-specific databases like PsycINFO and Ei Engineering Village make it easier to find scholarly articles within a particular field of study.

Go to the Databases tab on the library homepage to see the A-Z list of databases with brief descriptions of each.

Go to a Research Guide to see the recommended databases for a specific discipline.
Select a Database and Log In

Database content is licensed for use by Gonzaga students, faculty and staff. When off-campus, you must log in with the same username and password you use for Zagmail.

Contact Gonzaga Tech Support if your login isn’t working
509-313-5550
techsupport@gonzaga.edu
Get Ready to Search

Before you start: Look at the entire screen for available tools and search options.

Experiment with different keywords and search options.

Limit to Peer Reviewed Journals.

Try more than one database.

Contact the library for help with database selection and search strategies or any question about using library resources.
In database searching, the words “AND”, “OR”, and “NOT” are called Boolean Operators.

Use them to make your search more precise by limiting, expanding, or excluding search terms. (Most of the time, you will use AND.)

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<th>Boolean Operators</th>
<th>Examples</th>
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<tr>
<td><strong>AND</strong> Limits</td>
<td>leadership <strong>AND</strong> change</td>
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<td></td>
<td>counseling <strong>AND</strong> adolescents</td>
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<tr>
<td><strong>OR</strong> Expands</td>
<td>principals <strong>OR</strong> administrators</td>
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<tr>
<td></td>
<td>programs <strong>OR</strong> activities</td>
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<tr>
<td><strong>NOT</strong> Excludes</td>
<td>counseling <strong>NOT</strong> career</td>
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<td></td>
<td>camels <strong>NOT</strong> cigarettes</td>
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Find Books
Find Books using Library Search

Select Advanced Search and then sign in to your library account.

Select:
Search Scope:  Foley only
Material Type:  Books

Try this. To find books on a specific topic, limit your search to the subject field.

Availability:
For physical books, select Available in the Library
For eBooks, select Full Text Online
Look at the Book Info

Click on the three dots to email, print, or send the book record to RefWorks. These options also appear on the detailed record.

Click on the title to see the detailed record that has additional information and links to request the book, browse nearby books, and view the Details.

The Details section shows the table of contents or description and the subject headings for the book.
Find the Book on the Shelf

Most books in Foley Library are located in the General Collection on the 2nd and 3rd floors of the library.

The call number directs you to the book’s location in the library. Ask at the desk if you’d like some help finding it.

Use the Request Option and we will hold the book for you.

If you are a distant student, placing a request tells us to check the book out to you and mail it to your home address.
Access to eBooks varies depending on the publisher or provider. You may be allowed to download the entire book or a chapter at a time or only read it online.

Using Library Search is probably the best way to find eBooks, but you can also browse eBook collections.

Go to the Databases tab and search for “eBooks” for the list of eBook databases.
Find More Books with WorldCat

WorldCat is a database of library holdings worldwide. The link to WorldCat is on the Foley library homepage.
Search WorldCat

This example shows a search in WorldCat for records that...

have the word **leadership**
in the Subject Field

**AND**

also have any word beginning with **innovat***
(innovate, innovation, etc.)
in the Subject Field

The selected limits will retrieve:
- **non-fiction** books
- in **English**
- published between **2008-2018**.
Search for a Specific Book

To find a specific book, search with known information such as the author name (last name, first name), title, or ISBN and limit the search to the appropriate field.

You can also combine the information and search for a few words from the title and the author’s last name.
WorldCat Results

It's easy to see if Gonzaga has a book.

Click on the book title to see the detailed record.
WorldCat Detailed Record

The detailed record has a description of the book, subject headings, ISBN, and more.

Top Left: email, print, or export this record.

If Gonzaga doesn't own a book, place a request via Interlibrary Loan and we will try to get it for you from another library.
Try Subject Headings

Subject headings, sometimes called “descriptors” are used to classify books by subject.

These are not random tags. They are specific terms from a controlled vocabulary and are assigned to each book based on its content.

Subject headings are an excellent tool for more precise searching.

Look at the list of subject headings in a database record for additional search terms to try. Each term on the list is a live link that starts a new search for all items in the database that have that same descriptor/subject heading.
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 need help with your research, please contact us:

509-313-5931/800-498-5941 // refdesk@gonzaga.edu // Chat 24/7
Make an appointment: http://researchguides.gonzaga.edu/researchappointment