go/quickstartlib/

Quick-Start Guide to Library Research



When you're doing research, it can be difficult to decide where to begin. At Middlebury, you'll find nearly everything you need on the library home page. Start at LibrarySearch, then try other options. Make sure you know how get books and articles from the library and online. You can always ask a librarian for help.

Start at LibrarySearch

In LibrarySearch, you can search nearly all our journal articles, newspaper articles, and books at once. Here's how to use LibrarySearch:

- 1. Go to the Middlebury Libraries home page at <u>go.middlebury.edu/lib</u>.
- 2. **Search** > **All** > **LibrarySearch**.
- 3. Enter search terms.
- 4. Select **Access Now** in the results list for links to full-text and Interlibrary Loan.

Try a Discipline-Specific Database

In a discipline-specific database, you'll be searching materials that have already been narrowed to your subject area. Library research guides provide recommendations for discipline-specific databases. Here's how to find a research guide for your discipline or subject area:

- 1. Go to the Middlebury Libraries home page at go.middlebury.edu/lib.
- 2. Search > Guides > Subject Guides.
- 3. Select the guide for your discipline or subject area.

Get Expert Help from a Middlebury Librarian

Middlebury librarians provide advice on selecting library databases, choosing search terms, refining research topics, and using sources. Find **chat**, **email**, **phone**, and **in-person** contact information for librarians on the Ask Us page at <u>go.middlebury.edu/askus</u>.





Finding Books in the Library

Books in the Middlebury libraries are arranged by subject using call numbers from the Library of Congress Classification System. Here's how to find a book in the library:

- 1. Identify the call number for the book in LibrarySearch.
- 2. Use the stacks maps in the library to find the general location of your call number.
- 3. Go to the stacks and find the shelf that matches your call number.
- 4. Pick up your book and check it out at the Circulation Desk.

Finding Full-Text of Articles

When you have a citation for an article, here's how to find the full-text:

- 1. Search for the article title in LibrarySearch or another library database.
- 2. Follow the link to full-text in the results list. It might be labeled **Access Now**, **Full-Text**, **HTML**, or **PDF**.
- 3. If you don't find the article in the database, search for the journal title in the Journals list at go.middlebury.edu/journals.

NOTE: If you're not sure what the journal title is, consult *How to Read a Citation* below.

Requesting Materials from Interlibrary Loan

For items we don't own, most library databases provide a link to the Interlibrary Loan request form. If you fill out the form, we'll try to get the item from another library. This is a service we provide at no cost to you. To go directly to the Interlibrary Loan request form, visit the Interlibrary Loan page at <u>go.middlebury.edu/ill</u>.

How to Read a Citation

To search for and request a journal article, you need to be able to identify the bibliographic information in its citation. (To learn how to create citations, consult the Citation and Style Guide at <u>go.middlebury.edu/citation</u>.)

