

So you have a list of books and articles that you think will be useful, but the books aren't in the library and the articles aren't available full-text online. Now what do you do?

Fill out an Interlibrary Loan request!

You can find the link to a fillable Interlibrary Loan form here:

<https://www.asmsa.org/academics/asmsa-library-research-center/>

Select "Interlibrary Loan"

The forms ask for several pieces of information. The more information about a book or article you can provide, the faster we can order it for you.

**Practicing with Interlibrary Loan Forms**

You will need to fill out an interlibrary loan request.

- Select one of the books you found using GoogleBooks or WorldCat.
- Fill out the form in its entirety.
- In the "Additional Information" box, write "THIS IS A PRACTICE REQUEST"

NOTES

When you have completed this form, turn it in to your instructor. Additional copies are available by emailing the library at [library-ill@asmsa.org](mailto:library-ill@asmsa.org) or at the webpage mentioned above under "Research Planning Guide".

**Happy Researching!**

Date Turned In:

# Capstone Projects:

## A Library Research Planning Guide

▶ More Information. Better Information. Faster.

Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Subject: \_\_\_\_\_

Date Due: \_\_\_\_\_



More Information. Better Information. Faster.

We know that for most students, research means using a web-based search engine and maybe one library-provided database to find (and print out) all the sources they are required to have.

But to complete capstone projects well, you will need to learn: 1.) to use the right search engines and use them properly, and 2.) to go beyond your usual sources to find new databases, online book catalogs, and both full-text and paper-based resources to help you get the best information for your project.

This booklet has therefore been designed to help you:

- Start the research process;
- Plan and organize your research;
- Introduce you to new resources you may not know about;
- Determine which resources will be the most useful;
- And practice using them to find the best information.

Improving your research skills (or learning new ones) can seem daunting to some people and even boring to others. But the more effort you put in at the beginning of a research process, the easier things will be for you in the long run.

So please keep the following things in mind as you work:

- Research is a multi-step process;
- Research takes a lot of time *and* patience;
- These are skills that will help you through college and into grad school. Learn them now and you'll be steps ahead of your future classmates.
- As you work, if you run into trouble or can't find what you want, you should never be afraid to ask the library staff where to find things, what words to use, what databases to use, or how to use them.

The Library Staff is here to help you!

We know the library has a limited collection of books, so you won't always find exactly what you need. Try these options to find other books outside the library that we may be able to order for you.

GoogleBooks

Google provides a special search engine just for books. You can find it here: <http://books.google.com>

There are two main reasons to use GoogleBooks.

- It's easy to use because it's just like the regular Google. No special terminology needed.
- It sometimes offers a limited preview. So you can see if it's what you want before you order it.

Do three or four different searches. Notice if different books come up.

List the different searches you tried:

- 1.
- 2.
- 3.
- 4.

In this box, record the following information for a useful book you found:

Author:

Title:

Publisher:

City of Publication:

Date of Publication:

ISBN:

WorldCat (aka The World Catalog)

You may also want to try WorldCat, which catalogs all the world's libraries. <http://worldcat.org>

Do at least one search. Record information for a useful book you found.

Title:

Author:

ISBN:

Library Books

You can find the library catalog here:  
<https://arsmsa.booksys.net/opac/arsmsa>

Use *one* of your search terms to find books in the library. If nothing comes up, try one of your broader terms.

If the catalog doesn't help you, find one of the Library of Congress posters hanging in the library. Use the subject areas to find the call number area for your subject. Peruse the shelf for a book that might work for you.

In this box, record citation information for a useful book you found:

Author:

Title:

Publisher:

City of Publication:

Date of Publication:

Call Number:

What search term(s) did you use to find the books?

In this box, write out a description of your project. Use several sentences. What is the context of your topic? What are you trying to prove?

**Keywords.** Use the description above to come up with a list of key-words that you will use to find sources. Try to come up with at least four different words.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**Synonyms.** Databases have very specific vocabulary. So, sometimes the words you use aren't the ones they want. Try coming up with synonyms for your keywords, just in case. (Wikipedia can be a great source for this, or try an online thesaurus.)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**Broader Terms.** Sometimes your terminology may be too specific, and you won't get results. Come up with a few broader terms that might get you more results. (For example, "forests" instead of "oak trees" or "bugs" instead of "fruit flies".)

1.
2.
3.
4.
5.

On the next few pages, you will practice using online databases to find research sources. A large majority of your library-based research is likely to be done this way because it is convenient and comfortable for tech-savvy students.

However, you need to learn which databases to use and how to use them to find the best articles. Try to keep the following things in mind as you practice.

**Terms to Watch For**

You may be familiar with these terms, but if not, here’s a reminder:

**Full-Text**

- When an article is available full-text, that means you can print the entire article out from online without going to the library shelves.
- Some databases offer all their available articles full-text; some offer no articles full-text. Use the list on the page opposite to find out which database offers what kind of access.
- Most databases have a check-box that will allow you to limit the results of your search to only articles available online.

Always try searches with and without full-text articles. If you limit yourself only to articles that you can print out, you will miss an enormous amount of material, including articles that could be perfect for your project!

**Scholarly/Academic/Peer-Reviewed**

- Your teachers will require scholarly sources for your projects.
- These sources are more valuable because they are authoritative—they are written by experts, reviewed and published by experts, and meant for an audience of experts. They are trustworthy.
- Most databases will offer you a check-box that allows you to limit your results to authoritative sources. Always check this box!
- Some databases offer only authoritative sources. Use the list on the page opposite to find out which.

**Words to avoid**

Library Databases are not like web-based search engines. They are sensitive to word choice. Never use words like:

- Near, of, with, for... in other words, avoid prepositions!

Write the name of the database you used: (Do not use the same one twice.)

List the different searches you tried:

- 1.
- 2.
- 3.
- 4.

Record citation information for a useful article you found:

Author(s):

Article Title:

Journal Title:

Volume Number:

Issue Number:

Date:

Page Numbers:

Available Full-Text?    ☐ Yes    ☐ No

Record citation information for a useful article you found:

Author(s):

Article Title:

Journal Title:

Volume Number:

Issue Number:

Date:

Page Numbers:

Available Full-Text?    ☐ Yes    ☐ No

Record citation information for a useful article you found:

Author(s):

Article Title:

Journal Title:

Volume Number:

Issue Number:

Date:

Page Numbers:

Available Full-Text?    ☐ Yes    ☐ No

Write the name of the database you used: (Do not use the same one twice.)

List the different searches you tried:

- 1.
- 2.
- 3.
- 4.

Record citation information for a useful article you found:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:  
Available Full-Text?    ☐ Yes    ☐ No

Record citation information for a useful article you found:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:  
Available Full-Text?    ☐ Yes    ☐ No

Record citation information for a useful article you found:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:  
Available Full-Text?    ☐ Yes    ☐ No

Sometimes the hardest thing about using online research databases is deciding which one will be the best and most useful. Some colleges offer hundreds of options. You need to try several and practice with them before choosing a favorite.

To make your search a little simpler, we’ve narrowed choices to the ones you are most likely to find helpful and easy to use.  
*\*\*\*Ask for help with UAFS databases, if you don’t know where to find them or how to access them.\*\*\**

**General Databases Available through the UAFS Library**

These databases require a UAFS @ID number:

Academic Search Complete	Multi-disciplinary database with full text articles appearing in scholarly journals, including thousands of peer-reviewed titles
JSTOR	Over 500 journals, all full-text, limited science
ProQuest Central	Cross-disciplinary research tool with 30 databases

**Science Databases Available through the UAFS Library**

These focus on the sciences and also need a UAFS @ID number:

SciFinder Scholar	Research tool to explore the Chemical Abstract Services databases containing literature from many scientific disciplines
Web of Science	Database containing citations to articles and other sources in all areas of knowledge
PubMed	More than 19 million citations for biomedical articles
Annual Reviews	Extensive coverage, all scholarly, no full-text
AGRICOLA	USDA-run, great for agriculture, limited full-text

**All at Once**

You may find it easiest to begin by using the NUMA search on the UAFS Boreham Library website:

<https://library.uafs.edu/home>

This will help you find articles, books, and other materials in one comprehensive search. Use the advanced search option to narrow your results. For the purposes of the following exercises, please select individual databases.

You should feel free to choose other databases from UAFS’s list, but be careful! Some are hard to use, and others aren’t as good as they sound.

Ask the library staff for suggestions and opinions if you want more options, or for help if you run into trouble.

Start your database practice by looking for articles on Academic Search Complete. It is a general database with full-text and scholarly articles that may be familiar to you.

Accessing Academic Search Complete

- Visit the UAFS Library website at [library.uafs.edu](http://library.uafs.edu).
- Click on the “Databases” link under Quick Links. Choose “Academic Search Complete” from the list. You will need your UAFS @ID number.

Searching on Academic Search Complete

- Find and check the following boxes:
  - 1. Full-text (uncheck this if you get no results)
  - 2. Peer Reviewed
- Type a few of your keywords into the search box and hit “search”.
- Look at the list of results to see if your keywords are getting you results that might be useful.
- Click on the article title to see an abstract that may help you decide if the article will be useful, or follow the link to the full-text to see the whole article.
- Try a variety of different searches with different keyword combinations.

Record citation information for a useful article you find:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:

Now try a few other databases on your own...

Write the name of the database you used: (Do not use the same one twice.)

List the different searches you tried:

- 1.
- 2.
- 3.
- 4.

Record citation information for a useful article you found:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:  
Available Full-Text?    ☐ Yes    ☐ No

Record citation information for a useful article you found:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:  
Available Full-Text?    ☐ Yes    ☐ No

Record citation information for a useful article you found:

Author(s):  
Article Title:  
Journal Title:  
Volume Number:                      Issue Number:  
Date:                                      Page Numbers:  
Available Full-Text?    ☐ Yes    ☐ No