

Using Online Resources

Start searching at the library home page: www.aurora.edu/library

Books:

To locate books on your topic:

1. Go to the library homepage.
2. Click on I-Share.
3. If you know the title (or Author-last name, first name), select Start of Title in the Search By box. Input the title in the blank Search For box. Hit Enter.
- or -
4. Go to Advanced Search. This keyword or topic search works well if you don't know the title of a book.
5. Find your desired title in the results list; check the status of the book, the format, and availability, and the call number.

To Interlibrary Loan Books:

1. Follow the instructions above to enter I-Share and search for your title.
2. If the title is not held at our library you will get a message telling you that we do not hold the item.
3. Click on Repeat Search in the I-Share catalog.
4. Follow the directions on the handout, Ordering Books From Other Libraries Through Our Library Catalog.

Note: Allow 2 weeks to receive your requests. Some materials may not be available for interlibrary loan.

Journals:

❖ To locate journal articles on your topic:

1. From the library home page, click on Databases by Subject or Databases by Name.
2. Choose a database. Example : For topics in Psychology, click on PsycARTICLES.
3. Follow the links to your chosen database(s).
4. Enter your search terms in the Find or Search For box. Use the word **and** to connect your keywords (example: *sports and universities*).
5. Limit your search to Full text (click in the box), Peer-Reviewed or Scholarly Articles, specific dates to search, etc.
6. In your results list, click on HTML or PDF full-text to see the full article. Or click on the title of the article to see the citation. The abstract (summary) of the article will be included at the beginning of the full text in either format.

Note: If you choose not to search for full-text only articles, look for the Find It box to check availability of an article.

Note: Clicking on an article title and then selecting the Print icon will allow you to create a citation format to input into your paper.

❖ To locate the full text of an article when you have the full citation (journal title, date of publication, volume and issue number, and title of the article):

1. Go to the library home page.
2. Click on Full-Text Electronic Journals, then Index of Full-Text Journals.
3. Go to the Title Begins With box at the top of the page and enter your journal title in the adjacent blank box (example: *Business Week*).
4. If your title is available full text online, check that the date on your

- citation is within the range of dates listed.
5. Click on the correct volume and issue number (you may have to advance one screen to do this if only dates are displayed on this screen).
 6. Select your article from the resulting list.

Library Periodical Holdings:

- ❖ From the library home page click on AU's Print Periodicals.
 1. Click on the first letter of a journal title (example: S for Social Problems).
 2. If your journal is available in our library, check the date, coverage, and format of our holdings.
 3. Go to the back files or new issues of hard cover copies or ask for assistance with microform copying.

Interlibrary Loan – Articles (if an article is not available at AU):

1. Allow two weeks for delivery.
3. Journal articles cost .10 cents per page.
4. To order online, go to the Library Services tab.
5. Click on Document Request Form. Fill in the form and submit it.
6. *Alternatively*, and only for SILC (Statewide ILL. Library Catalog) databases, open the SILC link and click the box next to a database(s) (ArticleFirst, ECO, WorldCat [see below]).
7. Input your keyword search or search by the title of your article. In the results list, click on the title of an article.
8. Click on Borrow this item from another library. Fill in the required fields on the form. Click Submit.

Note: If you provide an email address the interlibrary loan department may be able to send your article(s) directly to you via email. Sometimes emailed documents arrive in a day.

WorldCat

WorldCat is a worldwide catalog of books and other materials that may be borrowed from contributing libraries. Use WorldCat for borrowing audio or visual materials from other libraries.

To search for materials on WorldCat:

1. Go to the library home page.
2. Select Databases By Name and click on WorldCat.
3. When the next screen appears click on WorldCat once more.
4. Enter a title, keyword, or author for the item you seek. You may click on the arrow in the adjacent box to choose another way to search beside Keyword. Click on Search.
5. When your list of results is displayed you may select a format from the tabs at the top of the page (books, visual, etc.).
6. If you want to place an interlibrary loan through WorldCat, open the full record of your desired title and format.
7. Click on ILL at the top of the page. Fill in the form that is displayed. Your Patron ID is your library user ID, 2251100 plus your AU ID number. Be sure to fill in the Date Needed box in the way shown. Allow at least **two weeks** for this date.
8. Click Submit. You should see a message that indicates that your request has been submitted successfully. If you get an error message double-check your request information.

Note: Some materials may not be available for interlibrary loan.

For Additional Assistance: Ask the librarian on duty at the Information Desk. If you are off campus, go to the Ask a Librarian link under Library Resources or see library telephone numbers under the Library Info link.

