

# LIBRARY RESOURCES WORKSHEET

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The following worksheet will point you to common resources to help you find what you need at the UW libraries. Whether by going online or visiting Odegaard or Suzzallo or using the library’s website, you should familiarize yourself with these resources. If you are having trouble finding something, please see a librarian for help!

## Catalogs: Finding Books

To Get There: Go to the libraries home page @ <http://lib.washington.edu/>  
Click the link right under “Resources” that says **UW Libraries Catalog**

### • By **KEYWORD**

Start with a Keyword because \_\_\_\_\_.

To Use Keyword: Type a term related to your topic. Here you want to use really specific terms to see what the computer will find in Titles, descriptions, and subjects for you.

- Example: Japanese and World War II (not that specific)
- Japanese Americans and World War II (better)
- Japanese Americans and World War II and Redress (Yay!)

Your Keywords: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### • By **LIBRARY OF CONGRESS SUBJECTS**

Library of Congress subjects do a great job of helping you find similar sources.

To Use LC Subject: It is easiest to first find a source through a keyword search that looks helpful. In that entry there will be a section called LC Subject right under the contents (where you’ll see if it is a good book for you).

Click on the Subject that looks best for you.

**Example: Japanese Americans—Civil Rights**

Click on the Bolded Subject to bring you to the whole list.

Your LC Subjects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **REQUEST/PLACE HOLD/ SUMMIT**

Many times the book you really need is at another library or in the auxiliary stacks. Sometimes it is already checked out. There are a few different ways to get a hold of that book.

**REQUEST/PLACE HOLD**—This is for books within the UW libraries, but in Auxiliary, Tacoma, or Bothell. The book should arrive to your chosen destination in about 2-3 days.

**Click** the icon in the upper left portion of the screen

**Enter** your **UWNET ID** and **Password**

**Choose** your **Pickup Location** (I usually go to Suzzallo Circulation)

Click **Submit**

**Choose** the location where the book is now

**Click Request Selected Item**

**SUMMIT**—If the book is checked out you can also see if other libraries have the item. These books will usually arrive in 2-5 days.

**Click** “**Search Summit**” icon in upper right part of page

**Click** “**Request Item**” in center of the Orbis Cascade page

**Choose** “**U of Washington**” From the drop down menu and **Click** “**Submit info**”

Enter **UW NETID** and **Password**, choose pickup location

**Click** “**Submit**”

## Databases: Finding Articles

To Get There: Go to the libraries home page @ <http://lib.washington.edu/>

Click the link right under “Resources” that says **Research Databases**

Databases are for finding articles in magazines, journals, and other periodicals. Some will be completely digital, some will be in the library. You won’t need to do it on-campus, but you may need to “log in from home” if you are on a non-UW computer. Click the **Off Campus Access** icon in the upper right and enter your UW NetID and Password...then continue as follows.

- **ACADEMIC SEARCH COMPLETE (EBSCO)**

This database has many full-text articles in the humanities, social sciences, and science and technology

How to Use It: Start at the Libraries’ Homepage \_\_\_\_\_

**Click Research Databases**

**Click** “**Academic Search Complete**” it will be the second choice under “starting points”

**Use the Keywords** you discovered from your Catalog experience. Then try to refine your search.

- JSTOR

This database is always full-text, but is not quite as comprehensive as Academic Search Complete. In most cases, however, JSTOR articles can be trusted as authoritative.

How to Use It: Start at the Libraries' Homepage

**Click Electronic Journals**

**Click "JSTOR"** it will be the first choice under "popular e-journal packages"

**Use the Keywords** you discovered from your Catalog experience. Then try to refine your search.

## A Few Extra Tips

- **Be sure to record all the important bibliographical information.** In these cases you want to make sure you can tell from the citation whether it is listing a journal article or a book article. Rules of thumb: Is there an italicized title? (book article); does it give volume no. and date? (journal article.)

- Finding journal articles—citations may connect to full text, some may not. To find the full text:

**Look up journal title in Catalog**, check back to the citation for date, volume, etc.

**Check our holdings** (may be partly electronic, partly in print depending on date).

If only in print, **get call number** and **go to the stacks** (usually in PER STACKS).