Locating Materials

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Goals

In this module students will learn the steps for locating library materials, both physical and electronic, through a variety of library tools including:

- TTUHSC Libraries Website
- Library Catalog
- Gold Rush
- Interlibrary Loan
Objectives

Students will be able to effectively search and find the materials they need for successful research.

Note: Words in blue are hyperlinked to the Glossary at the end of this module.
Basics of Locating Materials

• TTUHSC Libraries Website
  ▪ Always has the most current links to print and electronic books, journals, and databases

• Citation Format
  ▪ Correctly identifying the parts of a citation allows students to accurately search for and/or request articles and books

• Library Catalog
  ▪ Search for all print and electronic books, print journals, and other physical materials owned in all branches of the Libraries
Basics of Locating Materials (continued)

• eBooks
  ▪ Convenient resource for students, accessible 24/7, even if the print book is checked out; individual titles can be found by searching the Library Catalog

• eJournals
  ▪ Easily search Gold Rush to find and access all print and electronic journals to which the Libraries subscribe

• Interlibrary Loan
  ▪ Service that allows you to borrow a book or obtain an article
    ▪ Sometimes has a fee
Always start with the library homepage when you are looking for library materials.

http://www.ttuhsc.edu/libraries/
Then choose the tab for the type of material you are searching.
Go to the appropriate link
Citation Format

It is important to know the parts of a citation so that you can search for or request the book or journal article that you need.

There are many elements to a citation and many variations depending on the type of resource that you are using. The following slides will show you the major parts of a typical book citation and a typical journal article citation.
Citation Format – Book

Parts of a book citation:

- Book title
- Author(s)
- Publisher
- Publication year

The ACP evidence-based guide to complementary & alternative medicine /

by Jacobs, Bradly; Gundling, Katherine; American College of Physicians.

Type: Book
Publisher: Philadelphia: American College of Physicians, c2009
Citation Format – Journal Article

Parts of a journal article citation:

- Article title
- Author(s)
- Journal title
- Publication year
- Issue number
- Volume number
- Publication month
- Page number
EndNote and RefWorks are reference management tools that allow users to manage, store, and share reference citations.

- Citations can be imported directly from online databases.
- Users can automatically insert these citations into their papers and generate formatted bibliographies and manuscripts in seconds.
- Consult your library for assistance with these products.
People with diabetes have a higher risk for heart attacks and strokes. High blood pressure and high cholesterol increase this risk even more. Controlling blood pressure and cholesterol are very important for preventing heart attacks and strokes in people with diabetes.¹

Your doctor should check your cholesterol and triglyceride levels and your blood pressure. You may be asked to take medications that lower high blood pressure and high cholesterol to lower your risk of heart attack and stroke.²

References

Review point #1

Is the following circled phrase the title of the journal for this article citation?

**Cost effectiveness of Colonoscopy.**
Answer #1

NO.

The circled phrase is the title of the article. The arrow points to the journal title which is *Gastrointestinal Endoscopy Clinics of North America*. 
To search for all print and electronic books, print journals, and multimedia, click on the *Books and eBooks* tab.
1. Type search term here
2. Click Go button

Default is All Libraries to search all branches of the Libraries.
Use this limit to search by individual branch.
3. Change the sorting order by clicking the arrow

4. Then select an option, such as **Newest to oldest**
5. The list automatically sorts into the order you selected.

**Click title link for more information**

**Location and Call Number for print book**

**eBook access, if available.**

Click the link to go directly to the Table Of Contents of the eBook.
6. Check holdings information in the Libraries

Use the Call Number to locate this book on your Library bookshelf. Library materials are shelved in order by call number.
You want to find a book through the TTUHSC Library Website. You don’t mind if it is a print or electronic book. Can you use the Library Catalog to search both formats?
YES.

You can use the Library Catalog to find print and electronic books, print journals, and multimedia titles.
Gold Rush is the complete and current list of all journal titles available through the TTUHSC Libraries, both electronically and in print.

To get to Gold Rush, click on the eJournals tab.

Note: Use Gold Rush, when you have a full citation.
Type your journal title into the default search box. You can only search for a journal title, not an article title.

Identify the journal title that you are looking for and click on the link.
If the Libraries have the print version of the journal, there will be a link to that journal in the catalog. No link/blank means no print version.
If the Libraries have full-text access to the journal electronically, there will be one or more links to that journal. Click on the link to the appropriate access point.
Be sure to check if your citation falls under the Dates Available so you can choose the right access point.
You will be taken to the homepage of the journal. Once you get to the journal's homepage, you will need to find an "Archive" or "Past Issues" link and then look for the year, volume, and issue that has the article for which you are searching.
Review point #3

If you have the title of an article and the name of the author who wrote it, can you find the article in Gold Rush?
No.

Gold Rush is a list of all journals available through TTUHSC Libraries. You must know the name of the journal you need before you can search in Gold Rush.
If we don’t have what you are looking for, contact the Interlibrary Loan department (ILL) to borrow:

- Books
- Journal articles
- Audiovisuals

from other TTUHSC library branches or other libraries around the country. Sometimes, there are fees for using the ILL service.
You can request an ILL item by filling out a form in your home library or you can fill out an online form.

To get to the ILL page, click on the Document Delivery & ILL tab.
Final Points...Summarize

Locate library materials, both physical and electronic, always through the TTUHSC Libraries Website

• **Citation Format**: Identifier of the book or journal article. You must interpret the citation information correctly to search for or request the book or journal article that you need.

• **Library Catalog**: Search for print and electronic books, print journals, and multimedia.

• **Gold Rush**: Use this when you search for a specific journal article with full citation.

• **Interlibrary Loan (ILL)**: Contact the ILL department to borrow materials your Library does not have. Distance students must use ILL to request all materials to be sent to them.
Exercise #1


Find the most current edition of this book in *print* that is available in the TTUHSC Libraries. Which library location(s) holds this book?
Lubbock, Odessa.

Go to: TTUHSC Libraries Website Library Catalog.

Type: “Washington manual of surgery” in the search box. Hit the Enter key.

Currently, the 5th edition is the most current edition available in print in the TTUHSC Libraries in Lubbock and Odessa.
Exercise #2

The *Washington manual of surgery.*

Locate the most current edition of this eBook available through the TTUHSC Libraries.
Go to: TTUHSC Libraries Website Library Catalog.
Type: “Washington manual of surgery” in the search box. Hit the Enter key.

Currently, the 7th edition is the most current edition available in eBook format through the TTUHSC Libraries.
Exercise #3

Is the *Journal of Advanced Nursing* available in print or electronic through the TTUHSC Libraries?

If it is available online, how many access points are there?
Using Gold Rush: The *Journal of Advanced Nursing* is available in both print and electronic formats. The electronic version has two access points.
Glossary

**Call Number** A combination of numbers and letters to show where your material is located in the library

Located at the bottom on the spine and/or front of the material

**Access Point** Any entry point under the record that you may search for and identify your item