### **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
- GoldRush
- 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

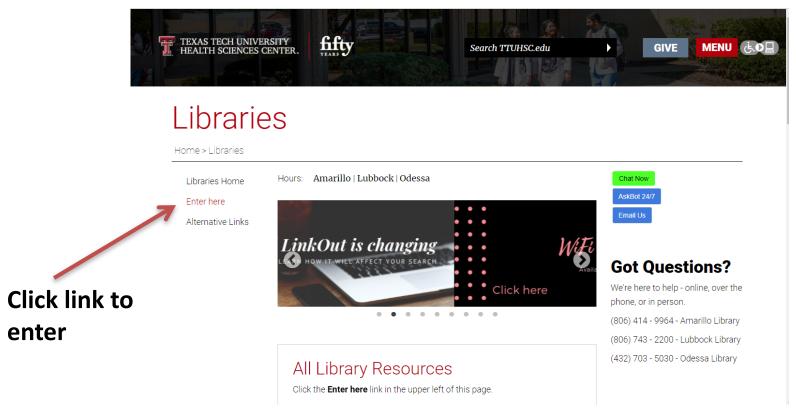
#### Interlibrary Loan

- Service that allows you to borrow a book or obtain an article
  - Sometimes has a small fee
  - Free for students since January 2019



#### TTUHSC Libraries' Website

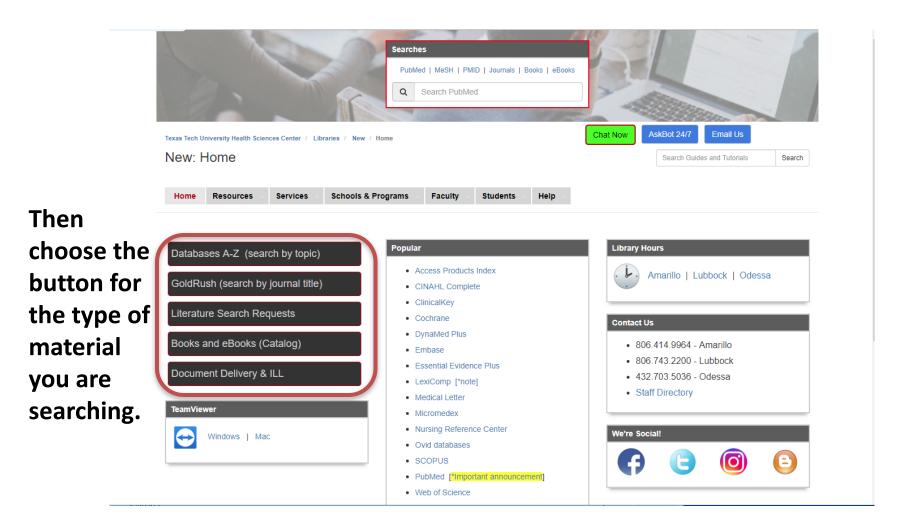
Always start with the library homepage when you are looking for library materials.



http://www.ttuhsc.edu/libraries/

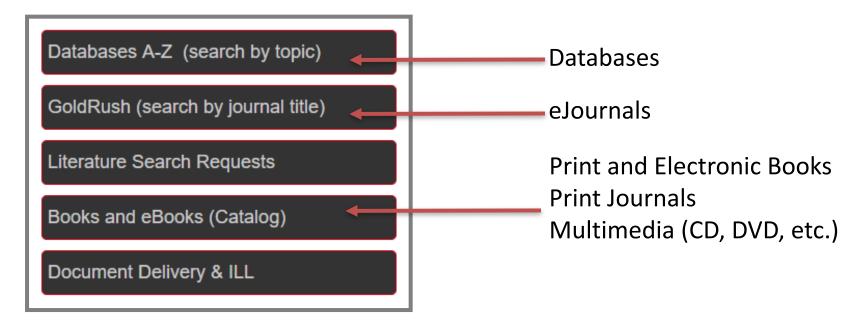


## TTUHSC Libraries' Website (continued)



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### TTUHSC Libraries' Website (continued)



#### Go to the appropriate button



### **Citation Format**

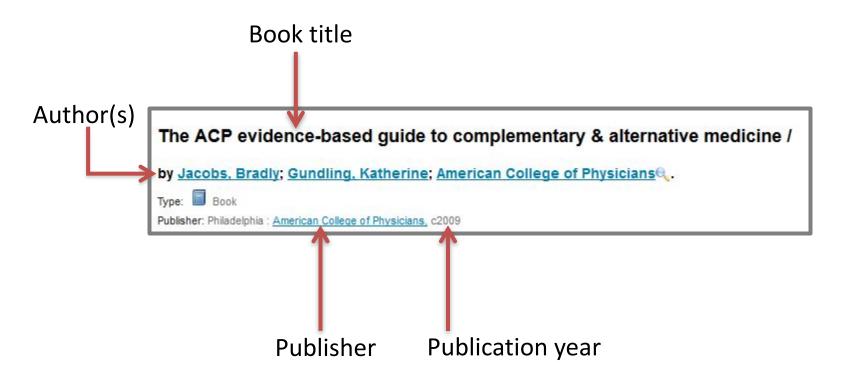
It is important to know the parts of a citation so that you can search for or request the book or journal article that you need.

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

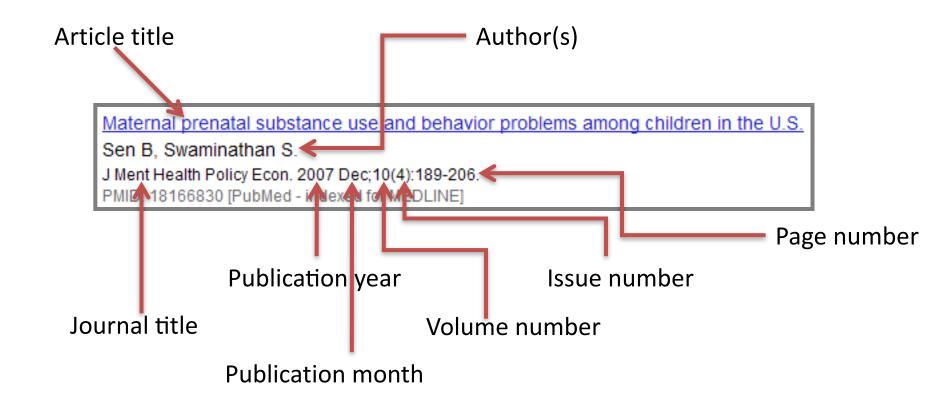
#### Parts of a book citation:





### Citation Format — Journal Article

#### Parts of a journal article citation:





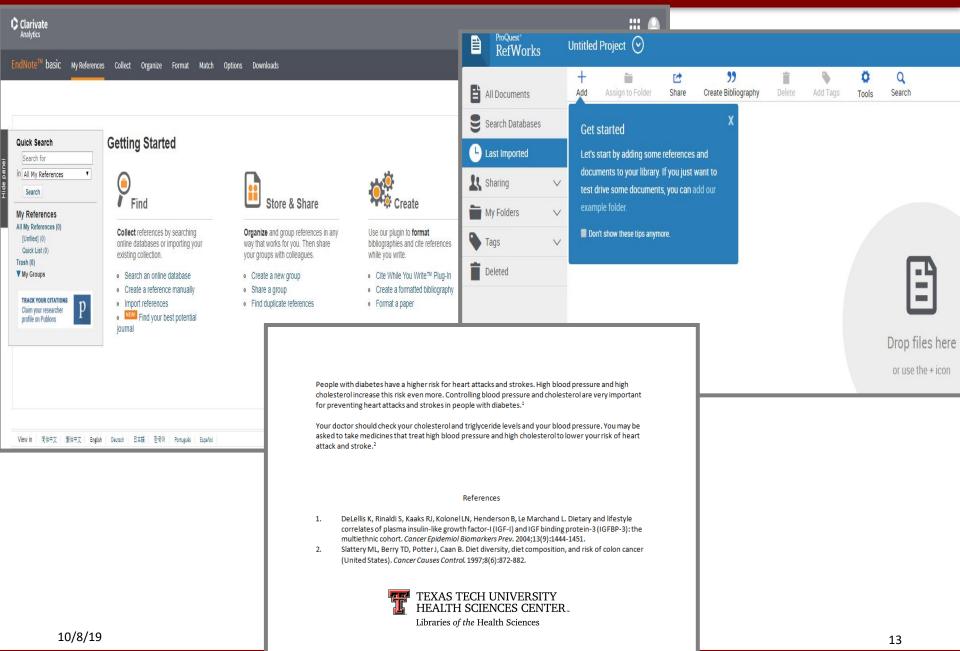
### Citation Format – Reference Management

**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.

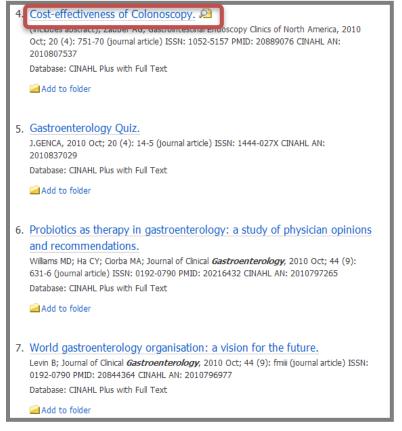


### Citation Format – Reference Management pt.2



### Review Point #1

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



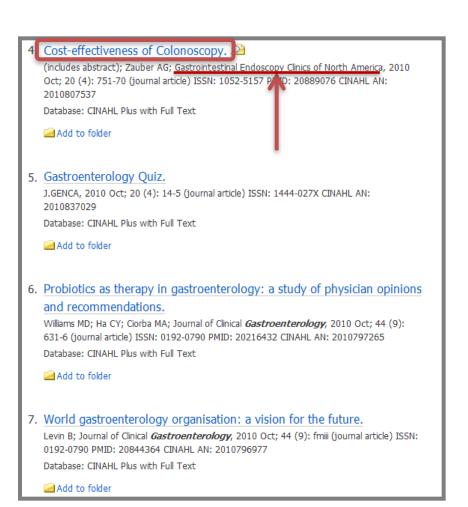


#### Answer #1

#### NO.

The circled phrase is the title of the article.

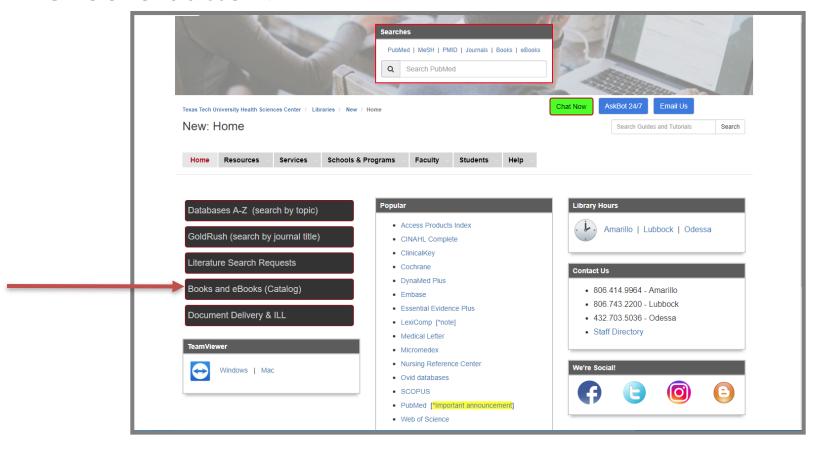
The arrow points to the journal title which is Gastrointestinal Endoscopy Clinics of North America.

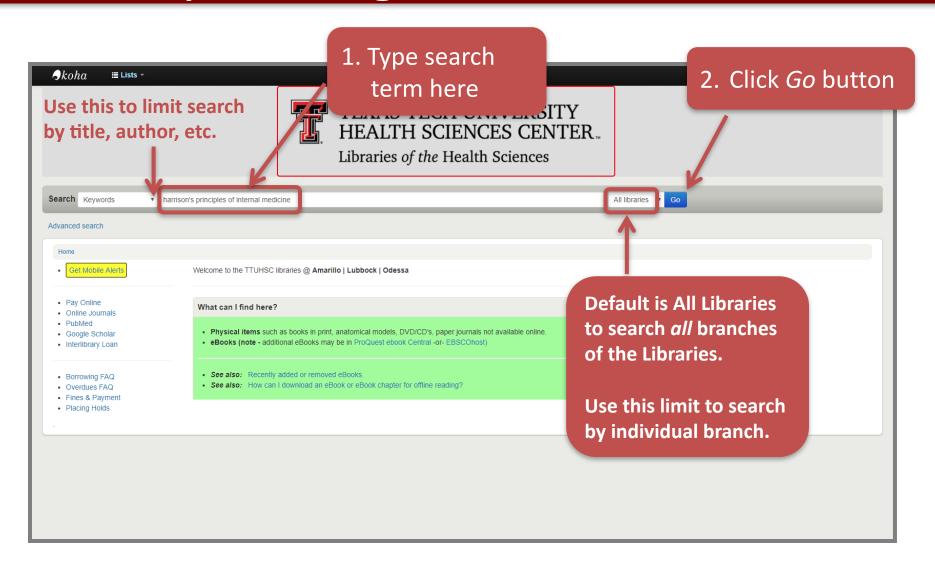


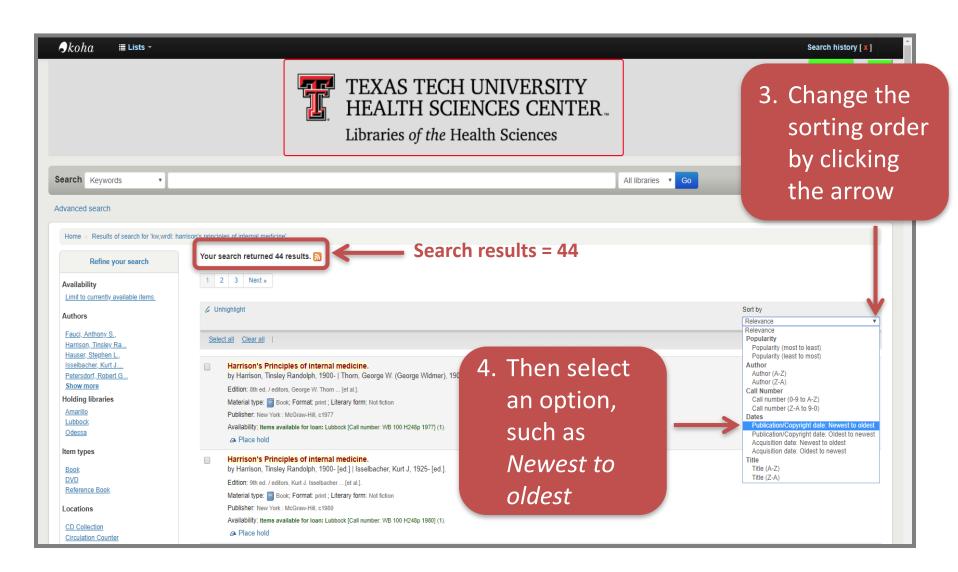


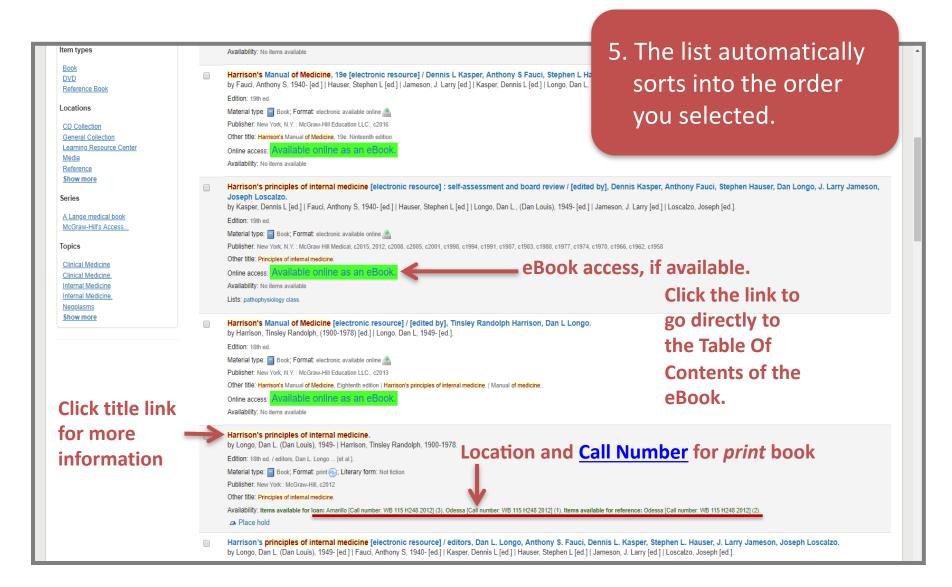
## Library Catalog

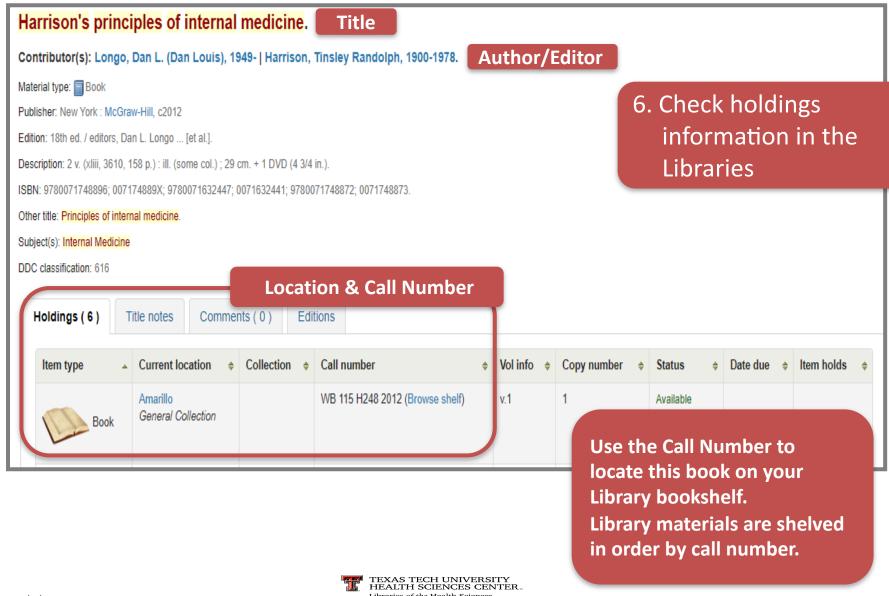
To search for all print and electronic books, print journals, and multimedia, click on the *Books and eBooks* button.











### Review Point #2

You want to find a book through the TTUHSC Libraries' Website. You don't mind if it is a print or electronic book. Can you use the **library** catalog to search both formats?



#### Answer #2

#### YES.

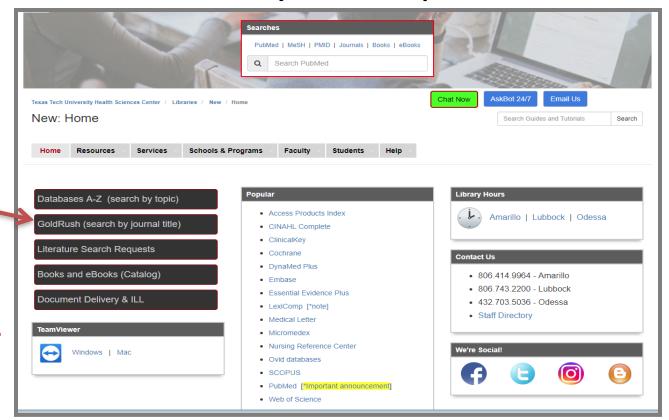
You can use the library catalog to find print and electronic books, print journals, and multimedia titles.

#### GoldRush

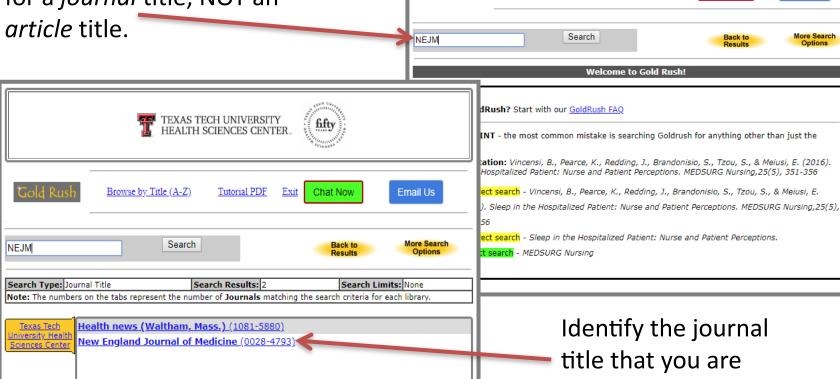
GoldRush is the complete and current list of all journal titles available through the TTUHSC Libraries, both electronically and in print.

To get to Gold
Rush, click on the
"GoldRush"
button.

Note: Use Gold
Rush, when you
have a full citation...
Not when you are
browsing subjects.



Type your journal title into the default search box. You can only search for a *journal* title, NOT an *article* title.



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Tutorial PDF

looking for and click

on the link.

Browse by Title (A-Z)

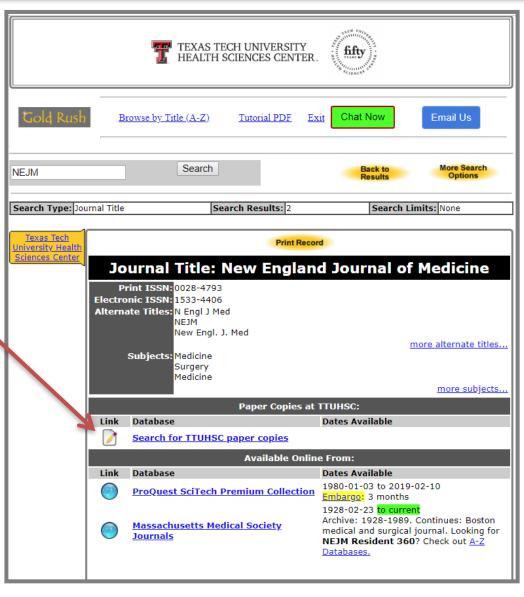
fifty

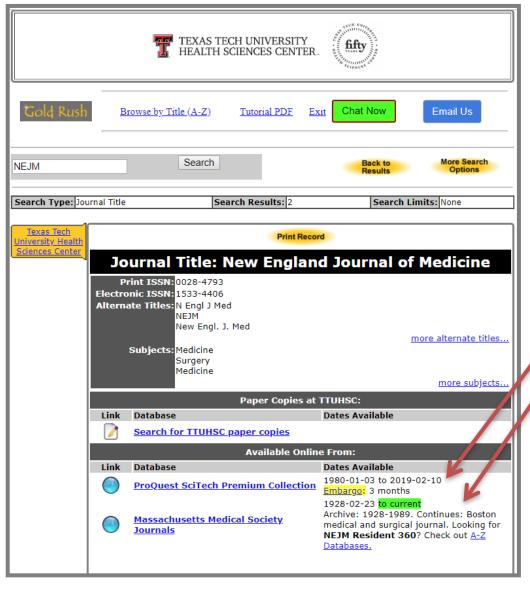
Chat Now

Email Us

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.



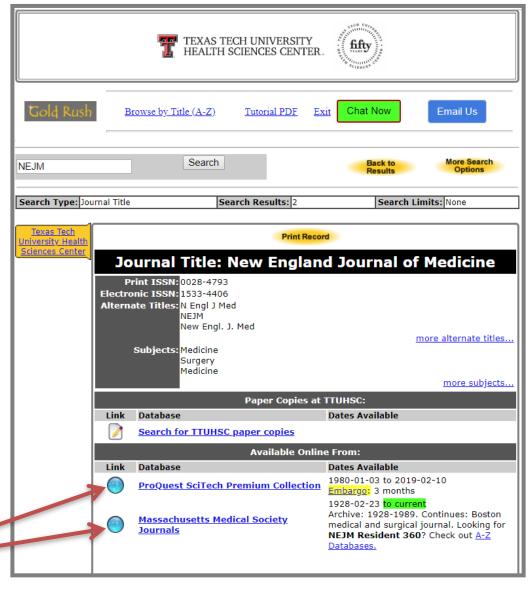


Be sure to check if your citation falls under the *Dates Available* so you can choose the right access point.

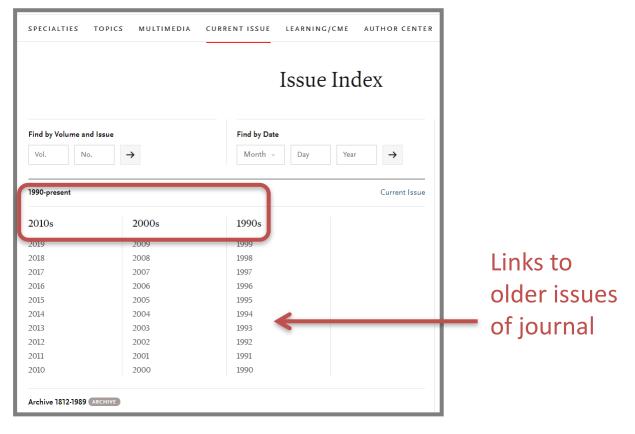
NOTE: Embargo

The publisher does not give access for a certain period (3 months in this case).

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.



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 GoldRush?



#### Answer #3

#### 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.

## Interlibrary Loan

If we don't have what you are looking for, contact the Interlibrary Loan department (ILL) to borrow:

- Books
- Journal articles
- Audiovisuals

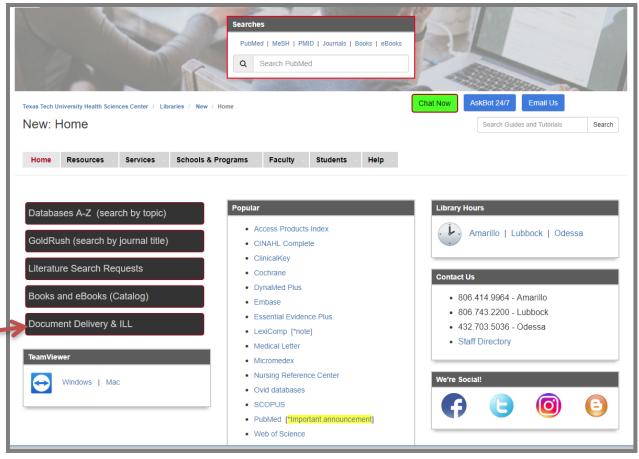
from other TTUHSC library branches or other libraries around the country. Sometimes, there are fees for using the ILL service.



### Interlibrary Loan (continued)

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 button.



### Final Points . . . Summarize

# Locate library materials, both physical and electronic, always beginning at 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): Use the ILL form to request materials your Library does not have. Distance students must use ILL to request *all* materials (TTUHSC or other) to be sent to them.



#### Exercise #1

The Washington manual of surgery.

Find the most current edition of this book in print that is available in the TTUHSC Libraries.

Which library location(s) holds this book?



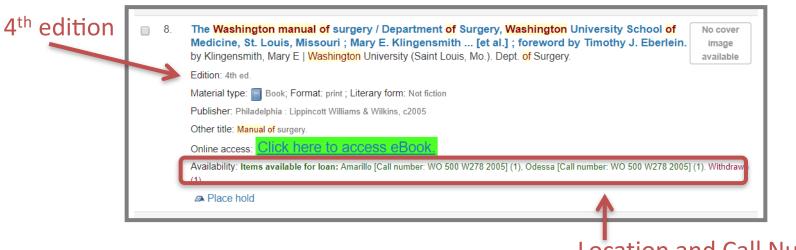
#### Answer #1

#### Amarillo & Odessa hold the print title.

Go to: TTUHSC Libraries Website Library Catalog.

Type: "Washington manual of surgery" in the search box. Hit the Enter key. Sort by "Publication date".

Currently, the **4**<sup>th</sup> edition is the most current edition available in **print** in the TTUHSC Libraries in Amarillo and Odessa.



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Libraries of the Health Sciences

Location and Call Number indicate print edition

### Exercise #2

The Washington manual of surgery.

Locate the most current edition of this eBook available through the TTUHSC Libraries.



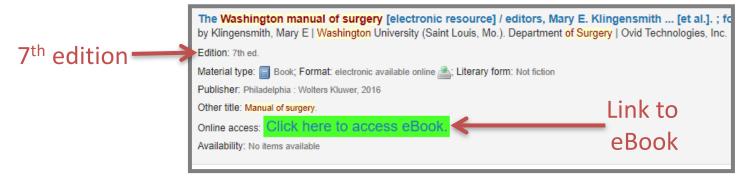
#### Answer #2

#### 7<sup>th</sup> edition.

Go to: TTUHSC Libraries Website Library Catalog.

Type: "Washington manual of surgery" in the search box. Hit the Enter key. Sort by "Publication date".

Currently, the **7**<sup>th</sup> 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?

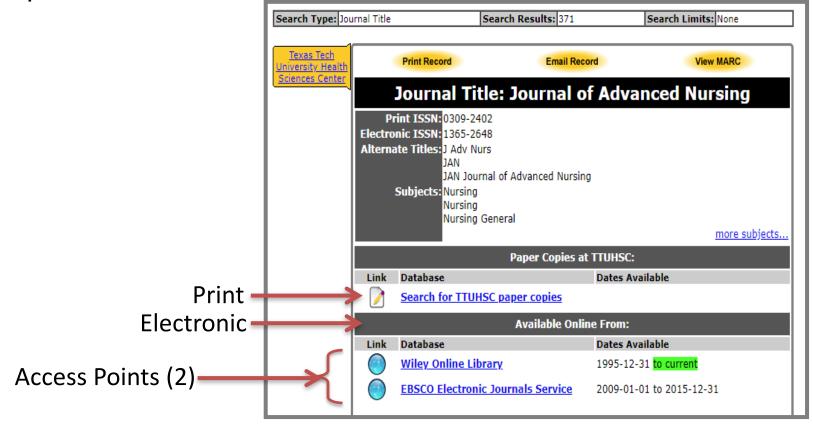
If it is available online, how many access points are there?



#### Answer #3

Using Gold Rush: The *Journal of Advanced Nursing* is available in both print and electronic formats. The electronic version has two

access points.

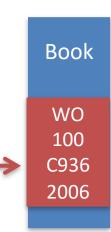




## Glossary

<u>Call Number</u> 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