The College at Brockport: State University of New York Digital Commons @Brockport

Open SUNY Information Literacy Portal

2015

Finding Books and eBooks for Research

Theresa A. Zahor Ms. *Farmingdale State University of New York,* zahorta@farmingdale.edu

Follow this and additional works at: http://digitalcommons.brockport.edu/opensuny Part of the Information Literacy Commons

Recommended Citation

Zahor, Theresa A. Ms., "Finding Books and eBooks for Research" (2015). *Open SUNY Information Literacy Portal*. 13. http://digitalcommons.brockport.edu/opensuny/13

This Book is brought to you for free and open access by Digital Commons @Brockport. It has been accepted for inclusion in Open SUNY Information Literacy Portal by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu. Findingbooksebooks.camproj

Time: 5:00, Word Count 735

Youtube URL: https://youtu.be/-6o27x5P7u8

Welcome to our tutorial on How to Find books and Ebooks

This tutorial will show you how to use the library search box to locate print books and ebook resources for your research project.

The Search Books and Ebooks option on our library homepage allows users to search for Books and Media located in our physical library, search eBooks in our online repository, or search for both books and ebooks.

The search options to begin are:

Keyword (which is the default option)

Title

Author

Let's assume that you have been assigned a research paper that requires you use a book as a resource. You have chosen to research the topic **Stem Cells**.

We will start our search by **selecting the button for Books and Media in our Library**. Type in our search term **Stem Cells** and press the **SEARCH key**.

Let's look at the results page. On **the LEFT side you will see various** options to **Refine Results**. These options allow you to limit results to specific Source types. For example: you can limit the results to All results of all books and media in our collection or books only or videos.

Now, Let's look at the center of the results page. Your result list is numbered with each resource indicated by an Icon with the type of source listed below the icon. All title links are clickable and retrieve more detail on each book.

Our results page presents the most recent books by publication year and proceeds to older books.

Let's examine a book in the result list:

The Location of the book indicates where the book would be found. In our case, the circulating stacks of the lower level of the library. The call number is the Library of Congress Call number assigned to this book. This is important because this is how you would find the book on the on the shelf. In this case, Stem Cells, which would be the **QH 588** section and what you would do is continue to read the rest of the call number to assist you in finding the correct book on the shelf.

The status indicates if the book is available for loan or if it is a reference book or reserve textbook. A book that is available for loan can be checked out of the library for 2 weeks, whereas a Reference book or Reserve Textbook must be used in the library.

To view information about each book you can move the cursor to the extreme right and click on the magnifying glass icon. This will bring up a window displaying an overview of that book including an abstract. An abstract will provide you a brief summary of the book.

Again, the title of the book is clickable and will bring you additional information and a detailed record of the book.

Now, let's return to the home search page and search for books in our ebook repository only. We will select the button for Ebooks Only and press Search again. This brings up all ebooks in our collection on any books related to Stem Cells.

Ebooks are complete books that are available entirely online. An advantage of using ebooks is they are available 24/7 and can also be accessed remotely from anywhere outside the campus. The collection is heavily used by both distance learners as well as those students who might not be able to make it into the library.

To view the contents of a particular ebook, we can click on the Table of Contents link which expands to list chapters within this book. When we click on a title link for an ebook, descriptive information about this ebook is displayed including subjects, categories, as well as pages relevant to our Search Terms.

To the LEFT, the icon to open the ebook is displayed as a pdf file. When you click on this icon the full ebook is opened for your review. We can navigate through the ebook by clicking an item in the Table of Contents, or chapter by chapter, or you can use the buttons below to move page by page. Please note that when accessing ebooks from OFF Campus, your student login and password are required.

We hope you have enjoyed our tutorial on How to locate books and ebooks.

If you need additional assistance, please contact one of our Reference Librarians and they will be happy to assist you.