

Library Resource Basics

Generally, use UST OneSearch for *basic* searching, and the catalog and databases for more *advanced* searching.

Contents:

- I. Books with:
 - A. UST OneSearch
 - B. The library catalog

 - II. Articles on a topic with:
 - A. UST OneSearch
 - B. A database

 - III. Specific Articles
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I. Books

A. Books with UST OneSearch

Use OneSearch when you're looking for books on a topic, or when you're starting your book search. To look up a specific book, try "Books with the library catalog" below.

[-Watch entire "Books with UST OneSearch" video \(1:37\)-](#)

Steps:

1. On the library homepage, enter [keywords from your topic](#) in the UST Libraries OneSearch box and click "Go." [Video](#)

2. On the results page, Sign In if you are a UST student, faculty or staff. [Video](#)

3. On the left side of the results page, under "Resource Type", select "Books." [Video](#)

4. Print books: click the "Check Availability" link for that book. Then view the book's catalog record. It will give the call number and status (checked in or checked out) for that book. To find a book with call numbers, read [these instructions](#). [Video](#)

5. Ebooks: click the "View Online" link for that book. In the window that opens, click the link to the ebook source. If the ebook appears in the window, click "Open source in a new window." [Video](#)

6. Click UST OneSearch Help to learn about more features of UST OneSearch. [Video](#)

B. Books with the library catalog

Use the library catalog to look up specific books, or for book searching using subject headings.

[-Watch entire "Books with the library catalog" video \(1:47\)-](#)

Steps:

1. On the library homepage, <http://library.stthom.edu>, click "Research" and then "Library Catalog." [Video](#)
2. To find a specific book, change "General Keyword" to the aspect of the book you want to search, for example, its title or author. Enter search terms based on your selection and click the arrow. [Video](#)
3. Advanced Search lets you search more than one kind of information about a book. For example, search title and author keywords together for more precise results. [Video](#)
4. You may need to select your book record from a list of results. Access ebooks by clicking the web link in the catalog record. Access print books using the call number. To find a book with call numbers, read [these instructions](#). [Video](#)
5. Find books on similar topics by clicking a subject heading listed on the left side of the catalog record. Or, find a print book in the shelves and browse the books nearby-- books are shelved by subject! [Video](#)

II. Articles on a Topic

Use these instructions to search a wide range of journals for articles on a research topic. To look up a specific article when you have its publication information, see "III. Specific Articles" below.

A. Articles on a Topic with UST OneSearch

UST OneSearch searches an extremely large range of journals in all subjects and returns the most relevant results for your keywords. We recommend using it along with databases, which may offer more precise search results in specific subject areas.

[-Watch entire "Articles on a topic with UST OneSearch" video \(1:42\)-](#)

Steps:

1. On any [library webpage](#), enter [keywords from your topic](#) in the UST OneSearch search box and click Go. [Video](#)

2. On the results page, click Sign In. Then enter your CeltID and password on the Sign In screen. This will improve your article results and allow you to "star" item records to save in your e-Shelf. [Video](#)
3. Select the "Articles" facet on the left. If you want to limit your results to scholarly journals, select "Peer Reviewed Journals". [Video](#)
4. To access article full text, click "View Online." Then follow the links provided. [Video](#)
5. By clicking "Send to", you can see options for sending the article record to email, print, or your RefWorks (learn about [RefWorks](#)) account. [Video](#)
6. Click UST OneSearch Help to learn about more features of UST OneSearch. [Video](#)

B. Articles on a topic with a database

Databases are professionally selected, carefully indexed collections of article records for researchers. Library databases often focus deeply on one subject area, while some, like Academic Search Complete, cover many subjects.

[-Watch entire "Articles on a topic with a database" video \(3:05\)-](#)

1. From the library homepage, <http://library.stthom.edu>, click Research, then Databases. [Video](#)
2. Select a database from the list. To see what databases are best for your subject, click "Databases by Subject" (or see our [Research Guides!](#)) [Video](#)
3. Academic Search Complete is a large database covering all topics. When you click this link from home, you will be asked to log in with your Celt ID and password. This gives you full access to the database. [Video](#)
4. Enter [keywords from your research topic](#) in the search boxes. For more focused results, combine them with AND. [Video](#)
5. To expand your results, add alternate keywords to a box with OR. [Video](#)
6. Use the "Limits" on the left side of the results page to narrow your search to:
 - peer reviewed articles only
 - by date, or
 - by subject [Video](#)
7. Click the title to access the article record. Use the buttons on the right to print, save, cite or email the article record, or to sent it to RefWorks (learn about [RefWorks](#)). Always proofread electronic citations. [Video](#)
8. Access article full text using the link on the left. If there is no full text link, click the red "UST Check Availability" button. This will search for a copy of the article. [Video](#)

9. If no full text is available, the UST button will direct you to Interlibrary Loan, where you can request the article to be delivered to you electronically, usually at no charge, after five to seven days or so. [Video](#)

III. Specific Articles

Use these instructions to look up the full text of an article using publication information, such as a reference citation.

[-Watch entire "Specific Articles" video \(2:29\)-](#)

1. From the library homepage, library.stthom.edu, click "Research." Then click "Journals". [Video](#)

2. In the search box, enter the name of the journal where the article was published and click "Go".

-In a reference citation, the name of the journal usually comes after the author name and the article title. For example, in this citation:

Gómez-Calderón, María José. "My Name Is Beowulf": An Anglo-Saxon Hero On The Internet." *Journal of Popular Culture* 43.5 (2010): 988-1003.

Journal of Popular Culture is the name of the journal. [Video](#)

3. Review the library's holdings for the journal.

-Print holdings are found in the library basement, where journals are shelved in alphabetical order by title.

-To find an electronic copy, click a database that has full text for the date you need (in the citation above, 2010).

-If you are not on campus, you will be asked to log in with your CeltID and password. [Video](#)

4. Select the year, volume and issue you need. The article cited above is from 2010, volume 43, issue 5. [Video](#)

5. Articles are listed in order by page number. For the article cited above, scroll to page 988. Then, click the full text link. [Video](#)

6. Click the title to access database tools for emailing, saving or citing the article record, or to "export" it to RefWorks (learn about [RefWorks](#)). Always proofread electronic citations. [Video](#)