I. Search Articles, Books, & More (AKA: The Big Red Box)

*The Articles, Books, & More box is your gateway to finding materials provided by Lavery Library.*

1. From the library’s homepage, search within the Big Red Box using a search term that relates to your topic.

2. Now, take a moment to sign in with your Fisher log-in information. Do this whenever you are searching in the Big Red Box, as this will give you access to all available features.

3. What search terms did you use? ____________________________

4. What do you notice about how the results are sorted? ____________________________

5. Look at the graphics and the top line for each item on your results list.
   What types of materials did you find?
   __________________________________________

6. How many items did you find? ____________

7. Look at the first three items in your results list.
   Would they help you learn more about your topic? Why or why not?
   __________________________________________

8. Try another search using different terms still related to your topic.
   What new search terms (keywords) did you select?
   __________________________________________

9. Are these results more or less relevant to your topic? ____________

*Change your search terms as often as needed.*

*Keep making changes until you find items that help you learn more about your topic.*
II. “Tweak My Results” → Print Books

Stick with your current search results.

10. On the left-hand side of the screen under Tweak My Results, select Print Books within the Resource Type section. 
   *Note: You may need to click Show More to see all options.*

11. How many print books does Lavery Library have on your topic? _______

13. Within the results list, find a print book that will complement your research.
   
   Click on the book title and write down the following information:

   Title: ____________________________________________

   Author: ____________________________________________

   Describe how you would get this book in order to read it: ____________________________________________

   ____________________________________________

   *Lavery Library’s print books are organized using the Library of Congress Classification System, which is like an address for every book! This system works best for researchers, grouping materials together by subject areas.*

14. Scroll down in the book record and check out the Shelf Browse feature!

15. Using the X on the left of the screen, go back to the results list.
III. “Tweak My Results” → Articles

16. Reset the active filters.

17. Scroll down to Resource Type and select Articles.

18. How many items did you find using this limiter? _________

19. Choose an article that is relevant to your topic and includes Full text available in green font. Click on that title, scroll down to the Details section, and list the following:

   Article Title: _____________________________________________

   Article Author(s): _________________________________________

   Journal Title: _____________________________________________

   Publication Date, Volume, Issue, Pages: ______________________

IV. Accessing the Full Text of an Article

20. Go to the View It section, just above the Details section that you were looking at. Here you will find ways to access this article in full text.

21. Click on one of the database titles in red font. This should bring you to your article.

22. Bring your article in full text up on your screen, preferably the PDF.
   Show this to the librarian!

23. At this point in your research, you would want to be sure to download and save your article to a safe place for later access: within your Google Drive, to a thumb drive, on your personal computer.
V. Saving & Citing Sources

24. Return to the tab with the article’s detailed record. Look at the Send To section. Notice what you can do from here…

25. Click on Citation, as shown above, and select the citation style being used for this class.

The citation feature can be a good starting point for various citation styles, but will not necessarily include a fully correct citation.

You can copy and paste this citation as given, but be sure to double-check that you have cited an item correctly. For this, you can go to Lavery Library’s Citation Resources webpage for a variety of guides to help with this process. libguides.sjfc.edu/citations

For more help
Contact a Librarian:
Phone: (585) 385-8165 | Email: libraryreference@sjfc.edu

Lavery Library Hours:
Sunday: 8:45am - Midnight
Mon-Thurs: 7:45am - Midnight
Friday: 7:45am - 10:00pm
Saturday: 8:45am - 10:00pm

Librarian at Research Help Desk:
Sunday: 3:00 – 9:00pm
Mon-Wed: 10:00am – 9:00pm
Thurs & Fri: 10:00am – 4:00pm

Hours vary during breaks and exams.