

# Library Orientation Action Outcomes

1. Recognize citations for BOOKS and CHAPTERS IN BOOKS
2. Find **known** BOOKS/CHAPTERS
  - a. Search EMU Library Catalog
    - i. Interpret Locations, e.g. ARC
    - ii. Place Holds / Recalls
    - iii. If item is not owned by EMU or is checked out...
  - b. Search *MeLCat*
    - i. If item is not owned by EMU or is checked out...
  - c. Search *WorldCat*
    - i. Request item via EMU Interlibrary Loan
      1. ILL via FindText+
      2. ILL via library home page
3. Recognize citations for ARTICLES
4. Find **known** ARTICLES or JOURNALS
  - a. Search EMU's *Journals by Title*
  - b. If we do not have electronic or physical access, request article delivery via EMU Interlibrary Loan
5. Find BOOKS on a **subject**
  - a. Search EMU Library Catalog
    - i. Search terms
      1. Subject headings
      2. Keyword synonyms
  - b. Search *WorldCat*
    - i. Search terms
      1. Subject headings
      2. Keyword synonyms
    - ii. If items not owned by EMU or *MeLCat*, request via EMU Interlibrary Loan
      1. ILL via FindText+
      2. ILL via library home page

## 6. Find ARTICLES on a **subject**

- a. Where to search
  - i. Consider communication channels
  - ii. Identify discovery/search tools
- b. How to search
  - i. Search terms
    - 1. Subject headings
    - 2. Keyword synonyms
- c. How to locate items found
  - i. Look for EMU FindText+ link or button
    - 1. Item is available immediately online, electronic full-text
    - 2. Item is available in a physical format (print / microfilm) in the library building
    - 3. Item is not immediately available in either digital or physical format. Request a copy of the item (no charge) via EMU Interlibrary Loan

## 7. Find DISSERTATIONS and THESES

- a. EMU
  - i. Search EMU Library Catalog
- b. Non-EMU
  - i. Search *Dissertations and Theses Full Text*

## 8. Create *RefWorks* account