

How do I find the databases?

- 1) At Taylor – Click on “Electronic Databases” Icon on the Library research computers
- 2) From Home (or Lab)
 - a. Go to Taylor’s library webpage
 - b. Click on: Reference Resources, then Search Databases
 - c. If at Home: User ID (Library card #) and Password (Last 4 digits of Library Card #)





• How do I Search?

- 1) Choose the Database you want
- 2) Do a keyword search using **Basic Boolean Operators**.
Boolean Operators link search terms together and/or limit the search to a specific title.
 - “AND” operator: defines your search and reduces the # of results.
 - i.e. Catholic **AND** church – finds results that refers to both Catholic and church.
 - “OR” operator: expands your search.
 - i.e. Catholic **AND** church **OR** believe – results will refer to Catholic **and** church **or** the term believe.
 - “NOT” operator: narrows your search by filtering out specific terms.
 - i.e. Catholic **OR** Buddhist **NOT** Muslim – finds results containing Catholic **or** Buddhist but **not** Muslim.

• How do I Find the Article?

- 1) Read, email or print the article if a full text link appears under the article citation.

 [HTML Full Text](#)
 [PDF Full Text](#)

- 2) If full text is not available, click  [Request this item through the Reference Desk](#)

- a. A screen will appear, please fill in the appropriate information and click “Submit”
 - i. An email will be sent directly to the Circulation Desk
- b. If the Circulation desk cannot locate your article, you will be informed

• What if I am not using EBSCO?

- 1) Other databases that Taylor subscribes to (ex. Academic OneFile) do **not** have an online request form.
- 2) Please fill out a Green Article Request form, located at the Circulation Desk, or an online version is available in the Reference Resources Section of the Library Website.

****PLEASE ALLOW A MINIMUM OF 5 DAYS TO RETRIEVE YOUR ARTICLE****