Library Search Tutorial Transcript

This brief tutorial highlights several useful resources on the Temple University Libraries website, including:

* Search everything;
* Search by database and find a database;
* Resources and guides; and
* Finding help and additional information.

Upon completion, you will be able to do the following:

* Gain foundational knowledge on using the library search, including filtering search results;
* Identify the library search and resource types for search results;
* Distinguish advanced filters, such as availability, date, and resource type;
* Navigate to database list and search for databases by name or subject; and
* Find additional help.

Use the player controls to: adjust the audio; turn on or off closed captioning; pause, play, seek, or restart slide; and move to next or previous slides.

In addition to using the previous and next buttons, you can navigate between slides using the left and right keyboard arrows.

In the center of the page is our catalog, the Library Search. ﻿You can use this search to find books, articles, videos, and more. You can search by title, author, or keyword.

Note that the page layout varies on mobile.

We will *Search everything* using the keywords “global warming.”

The first results page brings you to a list of all materials pertaining to your subject, organized by resource type: Books & Media, Articles, Databases, Journals, and Website. From here, you can either click on a single entry, or view all results for a specific resource type.

Selecting a resource type, such as Books & Media, takes you to a second results page.

From here, you have a few ways of filtering your results even more. You can limit results by availability, date, author, and more.

There are several ways to access an item:

* Stacks (4th floor);
* Remote Storage or alternate campus;
* BookBot; or
* Online.

First, ﻿an item may be available at “Stacks (4th floor)” with an associated call number. These items are freely available on the fourth floor of Charles Library. Use the call number listed to locate the item on the shelf, and checkout at the One Stop Assistance desk or using a self-checkout (located on the first and fourth floors). Please note that these items cannot be requested online if you are requesting from main campus.

Some items are available at another campus library or storage location. If this is the case, use the “Request” button to have the item sent to your campus library.

Most books will be located in the BookBot. Use the Request button to have the item pulled for you. You will be notified by email when your item is ready for pickup. Requests sent to Charles Library will be ready for pickup in about 20 minutes and held on the shelves behind the One Stop Assistance desk.

Some books and most articles will have a link to an online version.

Under “availability” use any of the links under “online” to reach a PDF or HTML text version. Note that the resource will open in a new browser tab.

The online resource loads in a new tab, where you can view additional details and access the full text.

Additional resources can be found from the Libraries homepage.

Besides the Library Search function, you are also able to search for articles using the databases tab on the left-hand side of the homepage.

The databases tab can be used to search for specific databases, or to browse either alphabetically or by subject.

By default, databases are listed alphabetically. Select the “All Subjects” drop-down to filter by subject.

Let’s select the database Academic Search Complete.

Academic Search Complete will open in a new tab, and then you can search for articles by keyword.

Note: Databases may have their own layout and design, but most will have the same filtering and access options.

If you are ever stuck or confused, the library offers a variety of helpful guides. You can access these from the homepage by clicking on the “Research Guides” tab on the left-hand side of the page.

From here, you can search by keyword, or browse by course or subject.

Our "Sources for Courses" guides can provide you with the necessary materials and research strategies required for a specific class.

Note that course-specific guides can also be accessed from the Library button on your course Canvas page. If your course does not have a course-specific guide, a general guide highlighting library resources will be available instead.

Additional information about the library can be found throughout the website. There are multiple tabs at the top of the homepage, as well as large buttons below the Library Search, that provide further links and information once you click on them.

If you have more questions, the “Contact Us” tab provides you with multiple options. From here, you can live chat with a librarian in real time, make an appointment with a librarian, email, text, or call us.

The "Search FAQs" link at the bottom of the page is another place to search for answers to common questions.

Feel free to explore the website yourself and contact us with any questions.

Please share your feedback with us on this tutorial. Select here to open the feedback form.