



### Search Tips

#### How do I search using the search tool?

Using the new search tool on the library website is quick and easy. Enter one or more words in the search box (use keywords instead of complete sentences) and click **Go**. The search tool retrieves resources with ALL the words you enter. To narrow your search results, use the **Refine My Search** options to limit to a resource type (books, articles, videos, etc.), or to a date range, topic, author, or journal title, etc.

#### What am I searching?

The single search box on the website allows you to search for EVERY type of resource: **Books, Articles, Media, and more**. This new tool is a great way to start searching if you don't know much about the topic and want to see what's available. On the results page, you have the option of limiting your search to materials found only in the **NAIT Library Collection** (books, ebooks, journal titles, streaming media, but no articles) by selecting that option from the drop-down menu.

#### What is a phrase search?

If you know the title of a book, DVD, article, etc., add quotation marks around the title in the search box to search a phrase instead of individual words. For example, search for "solar energy" or "green pacts and greenbacks."

#### Can I search using truncation?

Yes. Use the asterisk symbol (\*) to truncate. For example, search for *market\** to find resources that include the term *market*, *marketer*, *marketing*, or *markets*.

#### How do I find material I know is in the NAIT Library collection?

Enter a known title or word(s) relating to your topic in the search box on the website and click **Go**. On the results page, you have the option of selecting **NAIT Library Collection** from the drop-down menu. Click **Search** and refine your search (using the **Refine My Results** options on the left side of the page) by limiting to Books, or Journals, or Video & Streaming Media, etc.

#### How do I search for and view an eBook?

Enter a word or words relating to your topic in the search box and click **Go**. On the results page, click **Books** from the **Refine My Results** heading on the left side of the page. To limit your results to eBooks, click **Full Text Online**. To connect to the full text for the eBook, click the **View Online** tab and log in using your last name and NAIT ID number; the eBook will open.

#### How do I search for a journal or magazine article?

Enter a word or words relating to your topic in the search box and click **Go**. On the results page, click **Articles** from the **Refine My Results** heading on the left side of the page. You can further narrow your results to those published in **Peer-reviewed Journals** or to **Cited Articles**. To connect to the full-text article, click the **View Online** tab and log in using your last name and NAIT ID number; the journal article will open.

### **How do I search for a newspaper article?**

Enter a word or words relating to your topic in the search box and click **Go**. On the results page, click **Newspaper Articles** from the **Refine My Results** heading on the left side of the page. To connect to the full-text article, click the **View Online** tab and log in using your last name and NAIT ID number; the newspaper article will open.

### **How do I search for a DVD, videocassette or streaming video?**

Enter a word or words relating to your topic in the search box and click **Go**. On the results page, click **Video & Streaming Media** from the **Refine My Results** heading on the left side of the page. To connect to a streaming video, click the **View Online** tab and log in using your last name and NAIT ID number; click to play the video.

### **Is an Advanced Search available?**

Yes. On the results page there is a link to an Advanced Search option. Use it when you need to do more than a basic search; combine multiple concepts; or limit your search to a title, author, or subject.

### **Why should I Sign In?**

When you sign in and select **My Account**, you can set preferences for your current and future sessions, add items to your e-Shelf and track your search history, and tailor the search tool to reflect the way you usually search. For example, you can specify the default language, the maximum number of search results per page, and your default email address. To set your preferences, click the **Personal Settings** option on the left side of My Account.

### **What is My Account?**

After you've signed in, the **My Account** link enables you to view what you've already signed out, renew books, or cancel a request. On the library website, click the **My Account & Renew Books** link or click the **My Account** link at the top right of each results page.

### **What is the e-Shelf?**

The e-Shelf feature allows you to save and organize items in your own workspace. Click the **e-Shelf** link at the top right of each page to access the titles you've placed in your e-Shelf.

### **How do I save titles to my e-Shelf?**

When you click the star icon located next to any title in the search results, the icon turns orange, indicating the item has been added to your e-Shelf. You must sign in to save items in your e-Shelf for future sessions. To remove an e-Shelf item, click the **orange star** icon.

### **What is the Locations tab?**

The Locations tab lists all locations holding a physical item. For more information, click the **location link** inside the tab. The call number of the item is also available—you'll need this number to locate any print resource on the library shelves.

### **What is the Details tab?**

Click **Details** to display the item's full record and additional links. Different formats of the same resource (for example, book and eBook; DVD and streaming video) are located under Details.

**What is the View Online tab?**

Click **View Online** to display items available online (articles, eBooks, streaming media, etc.). If the item has multiple entries, click the **Open Source in a New Window** option for easier viewing. You'll be prompted to authenticate to any online resource—enter your last name and NAIT ID number.

**What is the Request tab?**

Click **Request** to have physical items (such as books or DVDs) sent to a convenient pickup location around campus or to place a hold on an item that is Checked Out. You must sign in before placing requests and/or holds.

**Can I borrow materials from other libraries?**

Yes. If an item displays No Full Text (in red), click the **Interlibrary Loan** tab. Then click the **Request document via NAIT Library Document Delivery System** link, complete the form, and click **Send Request**. The library will request books and articles from magazines and journals that aren't held in the NAIT library collection. You have the option to proceed (or not) with the interlibrary loan if any charges are applied by the lending library.

**How do I determine which material is on Course Reserves?**

Click the **Course Reserves** link to locate materials instructors have put on reserve for NAIT classes. You have the option to search by course instructor, by program, or by course name. Different loan periods apply to different course reserves