

## Library Tip Sheet

### Researching a Topic

- ❖ Formulate a thesis question on which your research will be centered.
- ❖ Brainstorm for keywords on that question.
- ❖ Keep a copy of your research question near you when doing research to make sure the articles and books you are looking at answer the question.

### Looking for Articles?

- ❖ Databases are collections of journals, books, newspapers, magazines, and more. They can be searched using the keywords you have selected. They include abstracts and some full-text articles.
- ❖ Identify the database by subject on the library homepage.
- ❖ Search the database using keywords, narrow to subject if an appropriate subject can be found.
- ❖ Use AND to narrow your search, use OR to widen it (ie. Teen\* or adolescen\*).
- ❖ Use truncation \* to get plurals or suffixes (ie. Teen\* = teens, or teenagers or teenager or teen)
- ❖ Limit to scholarly/peer reviewed journals if needed.

### Finding Full-Text

- ❖ Use ArticleLinker if available in the database.
- ❖ Search Electronic journals to see if a journal is full-text online.
- ❖ Search the Library Catalog (SHARC) to see if a journal is located in our library.
- ❖ Request an article from interlibrary loan if not full-text online or in the library.

### Looking for Books?

- ❖ Search the Library Catalog (SHARC) by keyword, author, or title.
- ❖ Narrow keywords to a relevant subject.
- ❖ Specific subjects may not be found in the catalog, you may have to browse a general topic and look at indexes in books.
- ❖ The library catalog is shared by 3 other libraries. Use the request button at the top of the page to request a book from one of these other libraries (24-48 hour turn around).

Have Questions?



Stop at the  
Information Desk.

[Research Consultation](#)

Make an appointment  
for in-depth research  
help on your topic.

**Available during  
Reference hours.**



Speak to us directly  
about your research  
need.

**410-617-6802**

**Available during  
Reference hours.**



Email us at  
[askemail@loyola.edu](mailto:askemail@loyola.edu)  
with a  
reference question.

You will receive an E-  
mail response from us  
within 24 hours.

**Available  
24 hours a day!**



Chat with a librarian.

Use our online chat to  
ask a librarian a  
question. Note: the  
librarian you are  
chatting with may not be  
from Loyola/Notre Dame  
Library

**Available  
24 hours a day!**

### Library Hours

Monday – Thursday	8:00 am - 2:00 am
Friday	8:00 am - 6:30 pm
Saturday	8:00 am - 8:00 pm
Sunday	10:00 am - 2:00 am

### Library Directory

<i>Call Number/Collection/Department</i>	<i>Floor</i>
Books (Stacks), call #'s <b>A-K</b>	3
Books (Stacks), call #'s <b>L-Z</b>	2
Check-Out (Circulation)	1
Juvenile Collection (Children's Books)	2
Media Services (Audiovisual Materials)	LL
Microforms	LL
Periodicals – Current	1
Periodicals – Older (Bound)	LL
Reference Collection	1
Reserves	1
Snack Lounge	LL