

How to Find Books in Coleman Library

(Start at the library homepage < www.pvamu.edu/Library>)

Click on “Find Books At Prairie View”

This displays the Coleman Library online catalog. Here you will find books the library has (both those you can check out, and those you can't), print magazines and scholarly journals in the Periodicals room, and Federal Government documents the library has.

Basic Searches You Will Use Most Often:

Title Search: In the “Find this” box, type the first few title words and highlight the “Title (color purple)” entry in the “Find in” box.

Three title search rules:

- Don't have to capitalize.
- Skip first words such as “A,” “An,” or “The” (Type “bible” not “the bible”).
- Spelling counts!

Author Search: Highlight the “Author (angelou, maya)” entry in the “Find in” box.

With author searches, the catalog searches alphabetically, so you must put the last name first.

Look for: “Twain, Mark,” or “Twain Mark,” or just “Twain.” **Not:** Mark Twain

This will give you results starting with the closest alphabetical match, so if the spelling is off, you may want to browse the results screen and the page before and after it.

Subject Search: Highlight the “Subject (texas history)” entry in the “Find in” box.

There is a difference between “subject” and “keyword” terms. A Google search is a keyword search -- Google pulls up every page where your search term appears. You might think the first few hits are the most accurate, or scholarly, but this is not always the case! They are simply the ones other people have clicked on, or they have paid money to Google to be listed first. If we do a keyword search in the catalog, the computer looks for your term anywhere and everywhere – in the title, author, publisher, content pages, etc. – and usually finds too many results to be helpful.

Subject searches find the most *relevant items* – materials that are *about* what you need. This is what you're looking for, so be sure to use this option. The trick is that there is a standardized list of terms that every library uses – if you use the wrong one, click on the gray “See Also” button to find the correct (desired) subject heading.

Click on the “Search” box (bottom center) to search.

Use the “Printer” icon on the web browser to print your search results.

How to Find Online Articles in Coleman Library

(Start at the library homepage < www.pvamu.edu/Library>)

There are two main databases you will use to find articles. Searching databases may at times feel as if you are searching the Internet, but there is a HUGE difference – the Internet is free, and databases cost the Library thousands of dollars each year (think about your library access fee). Databases are organized collections of information for access. In the library, databases refer to collections of articles from:

- Magazines (*Time, Newsweek, Rolling Stone*)
- Newspapers (*Houston Chronicle, Boston Globe, Wall Street Journal*)
- Scholarly Journals (*Review of Accounting Studies, Journal for Juvenile Justice Services, Policy Studies Journal*)

ProQuest and **EBSCOHost** are the library's two most popular databases. To find them, start at the library homepage < www.pvamu.edu/Library>

Click on "[A-Z List of Article Collections](#)." This is a list of all the online databases we have access to. Click "P" to find ProQuest, and "E" to find EBSCOHost.

How to Use ProQuest:

When you click on ProQuest, you see all the smaller databases included in ProQuest. **Click the yellow "Continue" button at the top of the page.**

Click on the "Advanced" tab -- this brings you to the search page you need. The blank lines are where you can type on search terms -- one or two words per line – don't type something like: "Where can I find information on rabies?"

After you click search, this should find articles that are of interest to you. If not, keep trying different search terms, or see us at the Reference Desk. If you want to print the article, look for either the "PDF" or "full text" options under the article. Both give you the whole article, but PDF keeps the original page numbers, and is much cleaner. If you don't see these, see if there is an "SFX" button – this link will look through ALL the library's databases for the desired journal.

To print a PDF article, *do not* click on "File" and "Print" like you usually do -- instead, look for the printer icon (next to the floppy disk) on the grey toolbar, just above the article. In the printer box that pops up, click "Okay" or just press <Enter>.

On the ProQuest search page, notice that next to the "advanced" tab, there is a "Topics" tab. Try this out – it functions like the "subject search" from the catalog search screen (see the other side of this sheet). ProQuest uses specific topics (subject headings) to organize articles, and this helps to narrow your research if you aren't quite sure of what to write about.

As always, if you have *any* questions about the research process, please come to the Reference Desk, call us at 936-261-261-1535 or E-mail us at askalibrarian@pvamu.edu.