

# SEARCHING THE LIBRARY



## WHAT IT IS

Searching the Library is an essential skill for successful research.

The EUI (European University Institute) Library supplies access to a number of resources you can use for research. They include:

- [Library Catalogue](#) - holds all the resources available in the Library, this includes physical items as well as eResources (eBooks, eArticles, databases, and eJournals) and items from the institutional repository, Cadmus.
- [Subject Databases](#) - supply access to subject specific databases and are accessible in the catalogue.
- [Cadmus](#) - a repository that holds research conducted by researchers, students, faculty and affiliates of the EUI.
- [Research Data Portal](#) - the EUI Library Data Portal supplies access to Library-licensed macroeconomic, micro-socioeconomic and Europe-related databases.

This guide will teach you to search the library through the catalogue. To search the library effectively, you will need to understand how to generate keywords that are right for your research question. You will also need to understand how to search the Library's databases to retrieve subject specific resources.

- The catalogue provides information on the exact location of physical resources in the library or the correct link to eResources.

This guide will focus on searching the library catalogue. For help with Subject Databases, [Cadmus](#), Research Data Management, and Google Scholar, please see the associated guides.

Once you have developed your research questions and have created a list of keywords, you can search the library to find research to support your question.



## WHAT TO CONSIDER

### USING THE LIBRARY SEARCH BOX

The main search box on the [EUI Library homepage](#) will allow you to search the catalogue.

- If you know the exact title or author of a work, you can type it into the search box.

### USING ADVANCED SEARCH TO SEARCH THE CATALOGUE

- On the [EUI Library Search page](#), start by selecting Advanced Search to the right of the search box.
- From the top menu, choose where to search: Everything; Library collections, print and online resources; Articles & Chapters; or Cadmus, EUI Repository.
- If you know the exact title or author of a work, you can type it into the search box and choose the exact field from the drop-down menu under “Search Filters”: Author, Title, Subject, Keyword, and so on.
- An Any Field search will retrieve results with the keywords in the title, table of contents, and/or abstract, when available.
- When searching for an exact phrase, use the “contains exact phrase” setting under the “contains” menu for a phrasal search (e.g., global warming)
- Search results can be limited or filtered by Date, Material Type, and Language.



## TIPS

Library searching is a discovery process! Do not be afraid to experiment, explore, and [ask your Liaison Librarian](#) for help if you need it. If your search returns few or no results, try using synonyms. The Research Tracker template [[link to downloadable template](#)] is an excellent resource to use to keep track of your searches, permalinks and results.

### KEEPING NOTES

Create a folder or use a notebook or journal to support your progress. It may include a critical thinking record to support your development as a critical thinker on your research question, a list of sources consulted, keywords used, concepts, historical references.

## WHAT TO CONSIDER



### READING SEARCH RESULTS

#### PRINT

- Get It > Request will allow you to reserve a book in the Library or in storage (labeled as “Available at Main Library Storage” MAG).
- If an item is already on loan, you may request it and you will receive a notification when the book is available.
- If an item is available at Main Library Storage (MAG), you must request it to gain access to it. It will be brought to whichever pickup location you choose and you will receive a notification to collect it.
- You can choose a location for pickup among the library’s 5 locations under Pickup Location in the Request menu.
- If you are picking the item from the shelf, write down the number and check the Library map for its location. Bring the item to the Loan Desk on the first floor of the main library with your EUI user card. You may self-checkout the book or take it to the staff member at the desk.

#### ELECTRONIC

- Digital resources will have a Available Online link in the catalogue record just below the title. Click it to be taken to the resource.
- Depending upon the publisher, you will have the option to download the resource, search it, and navigate through the pages.

### SAVING SEARCH RESULTS

To save results, choose the permalink, pushpin symbol, email link, export RIS, print, or citation.

- The permalink to the library record for resources provides you with perpetual access to that Library holding.
- The pushpin allows you to save a record (or search query) in your library account when you are logged in.
- The email link allows you to send yourself (or someone else) the catalogue record for the item.
- The export RIS link creates a file that can be imported to your reference management software, Zotero.
- The print link allows you to print a record.
- The citation link generates a citation to the item in the style of your choice which can be copied and pasted.

### YOUR LIBRARY ACCOUNT

Log into your Library account (top right of the page).\_

- You can view your library card record, loans, item requests’ status, favourites (pushpin symbol), saved searches, and your search history from searches while you were logged in to your account.

# INTERLIBRARY LOANS (ILL) & PURCHASE REQUESTS

If you cannot find a title in the Library, you may:

- Request it from another library through the [EUI library Interlibrary Loan](#) (ILL) service, and/or
- Request that the Library purchase it using the [Book Purchase Suggestion form](#).

The library will send you an email when the (e)Book is available.

## OTHER RESOURCES

- Bernard, D., Bobish, G., Hecker, J., Holden, I., Hosier, A., Jacobson, T., Loney, T., & Bullis, D. (2014). [Gather: Finding what you need](#). In [The information literacy user's guide: An open, online textbook](#).
- [Reference collection, EUI Library](#).
- [Research Tracker template](#)
- Salmons, J. (2022). [Gather your data online](#). Sage Campus. To begin, you must create an account in [Sage Campus using your EUI login details](#).

## DEFINITIONS\*

- Catalogue: a list or register of all the resources that exist in the Library, and the bibliographic information about these resources (books, articles, media, print and digital).
- Database: an organised collection of large amount of information in a computer system that can be accessed electronically; in the Library, databases store research resources.
- Discovery tool: also known as an "aggregator", this tool searches information across all the databases and content available to Library users. Articles+ is a discovery tool.
- DOI: A digital object identifier is a persistent identifier or handle used to identify various objects uniquely, standardized by the International Organization for Standardization.
- Permalink: A permalink or permanent link is a type of URL that refers to a specific piece of information, implemented so as not to change or at least to remain the same for long periods of time.
- Portal: a website that provides access or links to other sites with a particular subject; in a Library, it supplies access to research resources such as data.
- Repository: in a Library, a repository holds research outputs such as theses, publications and data sets produced by the institution's members

## NEXT STEPS

Types of Resources or Searching Databases



\* Definitions adapted from: Cambridge University Press. (2022). Cambridge dictionary. <https://dictionary.cambridge.org/>