Finding Articles and Books

If you need help with research or have questions about how to find information or use any of UMSL's databases, please call x5060, stop by the Public Service Desk to speak with a reference librarian, or contact one of us through chat (look for Ask a Librarian or Chat Now).

**SUMMON FOR ARTICLES**

The UMSL Libraries' homepage is umsl.edu/library.

**Summon** is a service that unites most of the library's resources in one search portal.

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<th>Search &amp; Databases</th>
<th>Books/Catalogs</th>
<th>Journals by Title</th>
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<tr>
<td>Search Summon for articles, books, and more!</td>
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<td>postoperative noncompliance</td>
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<tr>
<td>Search</td>
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Filters (or limits) appear on the left side of the screen:

- The limit for **Peer Reviewed Publications** will retrieve academic research articles. Often the articles will be footnoted and have bibliographies.

- The limits for **Magazine Article** and **Newspaper Article** will retrieve articles from a variety of popular, easy-to-read sources.

- Under **SUBJECT TERMS** click **More...** to see other kinds of subject keywords that you can use to limit your search. Once selected, make sure to click **Apply** at the top of the Subject Terms column to complete the limiting process.

- You can also use **More...** to exclude material, such as Book Reviews. If you exclude Book Reviews, the text will appear crossed out: **Book Review**. Again, be sure to click **Apply** after you have selected items to exclude.

- Clicking **Clear Filters** at the top left of the screen will clear all previous filters. Removing filters—either this way or one at a time (by clicking on individual filters)—will help you expand your search. **NOTE:** If filters are not cleared, be aware that they will be retained when you modify your search.

Clicking the **Add to Your Results** icon adds records to a temporary folder that, when accessed (in the blue bar at the top of the screen), gives you the option of printing results, emailing them to yourself, or formatting citations to **MLA**, **APA**, etc. You can also cite or email an individual record by clicking the **Cite** or **Email** icon to the right of the title.

If you are off-campus, **log in with your UMSL SSO ID and password** to increase the number of search results and access more full-text content.

**Obtaining Full Text Articles**

With **Summon** search results, clicking **Full Text Online** will find the article in another library database. It does this by providing you with a direct link to that article.

If you see **Citation Online** you might be taken to a link for the Libraries’ catalog. You should then copy down the journal’s **call number** and **location** and find the article on the Libraries’ shelves to scan or photocopy.

If a journal is not available at UMSL, you will be given a link to **Submit an Interlibrary Loan Request**. All the information the other library needs to locate the article will be filled in for you when you click the link. The article will be e-mailed to you as a PDF. You can also go to the Interlibrary Loan (ILL) service directly from the Libraries’ homepage by selecting **Library Services** → **Interlibrary Loan**.

All of the above information about full-text access applies to any library database where you see the **ArticleLinker** (ArticleLinker) icon or its variants.
SUMMON FOR BOOKS

You can use Summon to find books in the UMSL catalog. Just be sure to apply the Library Catalog limit (filter) on the left side of the results page.

You can also click the Books/Catalogs tab to search the UMSL Catalog or expand your search to MERLIN (the entire University of Missouri system) or MOBIUS (a network of 60+ universities in Missouri and surrounding states).

- The MOBIUS network includes Washington University and Saint Louis University.
- You can easily have the books delivered to the Thomas Jefferson Library using the MOBIUS system.
- If you travel to a MOBIUS library to check out a book, you can return it to the Thomas Jefferson Library. NOTE: You will need to supply a 0+8-digit student ID number to the person checking out books to you. Example: 012345678

A helpful way to search for books is by Keyword. Example: catheter* infection*

- The optional asterisks (*) used in the example above will retrieve variants of the search terms. Thus, catheter* will retrieve catheter, catheters, catheterization, etc.
- Three pieces of information are needed to locate a book on the shelf: location, call number, and status.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>UMSL TJ LEVEL 5</td>
<td>RC674 .K455 2016</td>
<td>NOT CHECKED OUT</td>
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</table>

- Under the Library Services tab is the My Library Account option, which can be used to renew books and check the status of books requested from other libraries.

PERSONAL RESEARCH HELP

Students can request a Research Consultation from the Libraries’ homepage under:

Research Help ➔ Research Consultation ➔ Request Form