General Search Information:
The NC State Library is a GREAT resource for finding books, articles, movies, or other written/visual resource for academic work or research. Below are basic instructions:

1. Go to the main library website: https://www.lib.ncsu.edu/
2. In the search bar type in the title or author you are looking for.
   - The default setting is All, which will search the entire library database for books, articles, and other materials related to your search input. You can change your search to only (1) Articles, (2) Books & Media, or (3) the Library Website (Our Website) by selecting the buttons above the search bar. These buttons will narrow down your search to only include that specific kind of resource.
3. Under the All setting, the next page will provide a collection of books and journal articles related to your search.
   - Example: Imagine that you are writing an English Paper on Gone with the Wind which needs to include both articles and books from the library. Type “Gone with the Wind” into the search bar (under the All setting) and see what comes up.

Searching for Books:
1. Your general search for material on Gone with the Wind now shows that three books and three articles have been found. There are more than just these six results. At the bottom of the book column, click on See All Book Results, which will have a number of book resources attached to it. Now you should see a good collection of books with varying relevance to your own topic. Read through all of the titles to see if any match your paper topic.
2. Narrowing or expanding the book search: To narrow or expand your results, you will see a Tool Bar on the left hand side of the page to choose categories that limit the type of source that appears in results (ex: the genre, the subject, the format, and the book location).

   There is another way to narrow or expand results. Next to the box at the top, you will also see an Advanced Search option. After selecting this option, there is a box to the right that has instructions on how to narrow or expand your search.

Searching for Articles:
1. To find articles, return to the NCSU Libraries page and retype your topic or keyword(s) (in this case: Gone with the Wind) under the All setting and click on See All Article Results. This search will take you to Summon, which is an aggregate database that NC State subscribes to.
2. Narrowing or expanding the article search: To narrow or expand your search, you will see that there is also an Advanced option next to the search bar. When searching for articles, it is important to remember that the search bar does not function like Google. You will need to carefully select and refine keywords to get helpful results.

   After selecting several, you’ll find that you can change your search parameters using the words AND, OR, and NOT. For example, perhaps the topic of Gone with the Wind is only a part of your paper. Including additional keywords may increase or decrease the number of results.
● Example: Gone with the Wind and racism
● Example: Gone with the Wind not film
● Example: Gone with the Wind or Rhett Butler’s People
   ○ Other key terms might include Civil War, Scarlett, novel, etc.
3. This site also includes a Tool Bar on the left hand side of the webpage, which can narrow down the type of resources in your search. Refining features include showing full length or peer reviewed articles, the content type, the discipline, the publication date, and the language).
   ● Summon also occasionally gives database recommendations at the top of the results page, which can redirect your search to a more genre or discipline specific database.

Where and When Can You Use Library Resources?
Sometimes access to tangible resources can be restricted - here’s what you need to know about different accesses:
   ● Available: Able to be publically accessed in a specific location. Check out library Videos and Tutorials (see below) to learn how to find a book based on its call number.
   ● Available upon request: Ask for it at the main circulation desk in your library! This resource might not be available for check out and could have use restrictions.
   ● Checked Out: Not available for use until the book is returned to the library. You can put a hold on these items, which will put you in line for when the item is returned. Often requesting a resource will also trigger a recall of the item.
   ● Online: Can be viewed online using your student ID information.
   ● Book Bot: Located in Hunt Library. Ask a staff member for assistance.
   ● Triangle Research Libraries Network: The resource is located at a library in close vicinity. If needed, please allow 24-48 hours for your book to arrive.
   ● Print (display print holdings): This means the resource is located in more than one location around campus.

Want more help?
Go to https://www.lib.ncsu.edu/get-help, click on Tutorials for more information ranging from finding sources, evaluating them, and even using Google Scholar.

Have more specific questions?
You can always ask a librarian online (by clicking on the Chat Now button located in the upper right corner) or in person at the D. H. Hill or Hunt Libraries. You can also check out https://www.lib.ncsu.edu/get-help, which provides a multitude of videos and interactive guides for navigating the library’s resources.
   ● Researching for Business Administration, Law (legal), Engineering, or another subject and not finding what you are looking for? Find your subject specific librarian under the About tab at the top of the page. Under Contact you will find Subject Specialists. These are the librarians who can help you.
   ● Also check out the Course Tools (also under https://www.lib.ncsu.edu/get-help) button for specific classes. There should also be a link on Moodle that connects your classes to library resources if your instructor has materials available for you.