

Welder Library Resources Quick Guide

Databases

Step 1: Go to the [Welder Library webpage](http://umary.edu/life-at-mary/academic-support/welder-library) (umary.edu/life-at-mary/academic-support/welder-library) and click on "[Online Databases](#)" (on the left-hand side). Then click the orange "online databases" button.

Step 2: Enter your UMary email address and password. Click "Login."

NOTE: If you are having trouble logging into this page, you will need to contact the OIT Help Desk. The library does not have access to this information.

Step 3: Choose the database you would like to use. The most widely used is "Academic Search Ultimate" (at the top of the "General Databases").

Step 4: Enter your search terms in the search box. Click "Search".

HINT: You can search through multiple databases at once by clicking on "Choose Databases" above the search bar.

Step 5: You can refine your results using the limiting tools on the left side of the search results page. You can use these tools to sort by Full Text availability, Scholarly (Peer Reviewed) Journals, Publication Date, Source Type, Language, and more. Many professors will require the use of scholarly peer reviewed sources.

Step 6: In your search results, you will see results with HTML Full Text and PDF Full Text available to view. These articles are ready for you to use. If you see the "request this item" link that means you will need to request the article through Interlibrary Loan. See our guide below for how to make an ILL request from a database.

HINT: If an article is not available as a PDF Full Text, there is a possibility of finding the full article by simply copying and pasting the title into a Google search. If you find an article this way, ensure that it is not a pre-published manuscript or draft of the article but rather that it is the article as it would appear in the publication.

Step 7: If you click on the title of any article in the search results, this will provide detailed information about the article. Within this page, you can use the tools on the right side of the screen to help you stay organized with your research. The "Cite" tool will generate the citation of the article in a variety of citation styles such as APA, AMA, MLA, and Chicago.

HINT: If you are struggling to think of keywords for your search, look through the "Subject Terms" or "Author Supplied Keywords" section. These can help you brainstorm for synonyms to use in your search.

Interlibrary Loan (ILL)

Interlibrary loan is a way you can request articles and books from other libraries across the nation. Articles are sent electronically while books will be sent in the mail for pick-up at the front desk of the library. Before requesting an item through ILL, please ensure it is not available on our databases nor already owned by Welder Library.

Registering for an ILL Account

Step 1: From the Welder Library webpage (first link above) click on "[Interlibrary Loan](#)" (on the left side of page). Then click the orange "interlibrary loan" button.

Step 2: Click on "First Time Users."

Step 3: Read through the instructions and click on "First Time Users Click Here" (scroll to the bottom of page).

Step 4: Fill out the registration form. When finished, click "Submit Information."

NOTE: Please allow for 2-7 days for ILL requests to be processed and sent.

Making an ILL request from an EBSCO database

Step 1: Choose the EBSCO database you would like to use and search for articles. Only EBSCOhost databases are directly linked to ILL. "Academic Search Ultimate" is one of these databases. To get articles found in other databases or in bibliographies, please see the directions below for "Making an ILL request for an article or book".

Step 2: In your search results, articles that are not HTML Full Text or PDF Full Text can be requested through ILL directly by clicking the "request this item" link.

Step 3: When you click on the "request this item" link, the program will automatically prompt you to login to your ILL account.

Step 4: Once you have logged in, the ILL article form will be automatically filled out for you. Review the information and click "Submit Request" at the bottom of the page.

Making an ILL request for an article or book

Step 1: If there is an article or book you found referenced in a place other than EBSCO databases (in a footnote, works cited page, or bibliography for example), go to the ILL page and login to your account.

Step 2: For an article request, click on "Article" under New Request. For a book request, click on "Book" under New Request (both options are located on the left side of the page).

Step 3: Fill out the Article or Book Request form. The red asterisk * represents required fields. Click "Submit Request" when you have completed the form.

HINT: If you only need a specific chapter in a book, you can request it as if it were an article. To do so, fill out an article request form and for the "Journal Title" fill in the title of the book and for the "Article Title" fill in the title of the chapter.

Welder Library Catalog

Step 1: Go to the Welder Library webpage (first link above) on umary.edu and click on "[Library Catalog](#)". Then click the orange "library catalog" button.

Step 2: This will bring you to a page that says "Central Dakota Library Network" at the top. In the search box, type in your search terms (e.g. title, author and keyword). Click "Search."

NOTE: Welder Library is a member of the Central Dakota Library Network consortium. This allows you to place holds on books from other nearby North Dakota libraries and have them sent to Welder Library for pick-up. You will need to register your MCard at Welder Library in person to utilize this.

Step 3: To see what is available only at Welder Library, click on "View All" under the library heading (left side of page).

Step 4: In the popup window, scroll down to the bottom of the list and click "Welder Library –University of Mary". Then, click "Include" at the top.

Step 5: Click on the title of any item to see more info. By doing this, you can find the shelf number of where the item is located in the library. You can also see if the item is available or checked out.



UNIVERSITY
of MARY

Welder
Library

library@umary.edu
(701) 355-8070