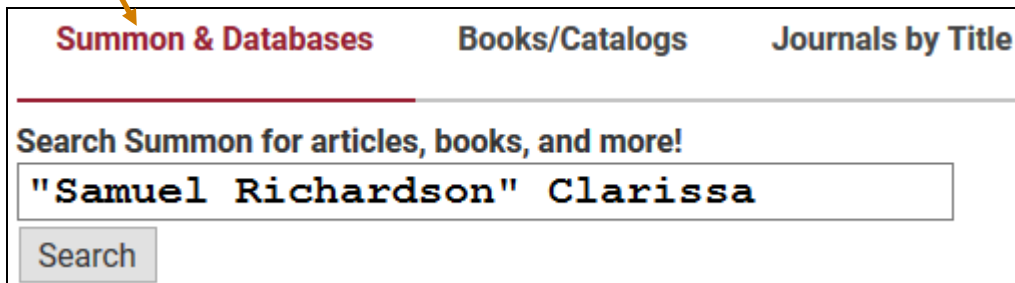



Handout for ACP Teachers

Please encourage students to call (314-516-5060) or stop by the Public Service Desk and ask for assistance from a **reference librarian** if they should need research help. The link to the UMSL Libraries' Homepage is:

<http://www.ums1.edu/library>

Summon is a service that unites library resources in one search portal




- Searching **"Samuel Richardson"** in quotation marks looks for that exact term.
- The limits for: **Peer-Reviewed Publications** should retrieve academic research articles. Often the articles will be footnoted and have bibliographies.
- The limit for **Newspaper Article** will retrieve newspaper articles from a variety of sources.
- The limit for **Magazine Article** will retrieve some readable popular literature.
- 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 the **Apply** toward 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 like this: **~~Book Review~~**. Make sure to click **Apply** after you have selected items to exclude.
- Clicking **Clear Filters** at the top left of the screen will clear-away all previous filters
- Clicking the  icon gives you the option of formatting citations to **MLA, APA**, etc., formats as well as to email them.
- If you are at home and you see the following message at the top of the **Summon** screen, click it and login to increase the number of search results from **Summon**:
- **If you are at home and you see the following message, click it and login to increase the number of search results from Summon:**

Off Campus? **LOG IN** with your UMSL SSO ID & password to access full text and more content.

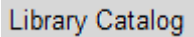
To find articles in Full-Text:

With **Summon** search results, clicking Full Text Online will:

1. Find the article in ANOTHER library database. It does this by providing you with a direct link to that article.
2. Often, for technical reasons, the Full Text Online option knows an article exists in another database but cannot provide a direct link to the article itself. So, you will be presented with a link to the database. You will then have to search for the article by plugging-in keywords from the title, author, etc.
3. If you see Citation Online you might be taken to a link for the libraries' catalog. You will then copy down the journal's **call number** and **location** and find the article on the Libraries' shelves to photocopy.

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

BOOKS

1. You can use **Summon** to find books in the UMSL catalog. Just make sure to limit searches to .

2. You can also click the **Books/Catalogs** tab to search the **UMSL Catalog** or the  catalog directly (the  option is still a beta-version).

A helpful way to search is by **Keyword**. Example:

Christopher Marlowe critic* (*note the asterisk*)

Your school might be a MOREnet member and thus have access to *great* databases at:

<http://search.more.net>



Available Databases

Databases of interest are: **Academic Search Elite**, **MasterFILE Premier**, and **Newspaper Source**

Some General Guidelines for Instruction Sessions at the Thomas Jefferson Library

- The UMSL Libraries will provide instruction sessions for Advanced Credit students. Please call **Chris Niemeyer** (niemeyer@umsl.edu) at: **314-516-7008** to set up an appointment in the TJ Library instruction room.
- If there are going to be twenty or more students during a session, it is suggested to please bring the school librarian to help with research, if at all possible.
- There are 22 computers in the instruction room
- The room has a printer, but please encourage students to bring flash drives or have email accounts so that they can download or email online articles that they find in a database.
- There is an easy-to-use scanner that students can use FOR FREE that will let them email or download scanned articles.
 - It costs 10¢ a page to make photocopies from the photocopiers although students normally prefer the scanner mentioned above.
- Fridays are normally the best days for sessions since the university holds few or no classes on Fridays. Thus the libraries are less full, plus the Millennium Student Center might have fewer students in the cafeteria.

To access UMSL's online systems, students will need:

- SSO/Username
 - Emailed by UMSL's Admissions Office
 - Can be found here - <https://apps.umsl.edu/webapps/sso/apps/SSOsearch/search.cfm> - if a student knows their 8-digit student number
- 8-Digit Student ID Number
 - This number is located on all billing statements mailed to the student
- UMSL Password
 - Once a student has their SSO/username, students can create a password here - <https://password.umssystem.edu/newusersetup/>

Once students have these items, they can access all of UMSL's systems including MyView, Canvas, and library databases (off-campus).