Using the Library Website Tutorial Transcript

This brief tutorial highlights useful resources on the Temple University Libraries website, including:

* Library Search and other databases;
* Research guides; and
* Ways to get help.

Upon completion, you will be able to do the following:

* Identify the Library Search and filter search results;
* Select an appropriate database; and
* Get additional help, in-person or online.

Use the player controls to: adjust the audio; turn on or off closed captioning; pause, play, seek, or restart slide; and move to next or previous slides.

In addition to using the previous and next buttons, you can navigate between slides using the left and right keyboard arrows.

In the center of the page is our catalog, the Library Search. ﻿You can use this search to find books, articles, videos, and more. You can search by title, author, or keyword.

Note that the page layout varies on mobile.

We’ll use the search box to search everything using the keywords “global warming”.

The first results page brings you to a list of all materials pertaining to your subject, organized by resource type: Books & Media, Articles, Databases, Journals, and Website. From here, you can either click on a single entry, or view all results for a specific resource type.

Selecting a resource type, such as Books & Media, takes you to a second results page.

From here, you have a few ways of filtering your results further. You can limit results by availability, date, author, and more.

Results can be accessed from one of the following:

* BookBot;
* Stacks (4th floor);
* Online;
* Remote Storage or another campus.

Most books will be located in the BookBot. Use the “How to get this” button to have the item pulled for you.

Specify the library location for pick up and submit using the “Request item” button. You will be notified by email when your item is ready for pickup. Requests sent to Charles Library will be ready for pick up in about 20 minutes and held for up to 10 days on the shelves behind the One Stop Assistance desk.

Some items may also have an option to request a scan of a book chapter or article. Complete the form by entering the required information and clicking “Request item” to submit your request.

An item may instead be available at “Stacks (4th floor)” with an associated call number. These items are freely available on the fourth floor of Charles Library. Select the “How to get this” button for additional information and options.

The “How to get this” button opens a prompt with options. Since this resource is located in the 4th floor Stacks, you can use the call number listed to locate the item on the shelf, and checkout at the One Stop Assistance desk or using a self-checkout (located on the first and fourth floors).

You also have the option to request the item for pickup. Select the pickup location, enter optional details as necessary, and submit by clicking the “Request item” button.

Some books and most articles will have a link to an online version.

Select “Online” to display options available to access a PDF or HTML text version. Note that the resource will open in a new browser tab.

The online resource loads in a new tab, where you can view additional details and access the full text.

Some items are available at another campus library or storage location. If this is the case, use the How to get this” button to have the item sent to your campus library for pickup.

Similar to the Stacks items request, you can complete the request form to have items from another campus library or remote storage sent to your library location for pickup.

Additional resources can be found from the Libraries homepage.

Besides the Library Search function, you are also able to search for articles using the databases tab on the left-hand side of the homepage.

The databases tab can be used to search for specific databases, or to browse either alphabetically or by subject.

By default, databases are listed alphabetically. Select the “All Subjects” drop-down to filter by subject. You are also able to sort databases by type using the “All Database Types” drop-down.

Let’s select the database Academic Search Complete.

Academic Search Complete will open in a new tab, and then you can search for articles by keyword.

Note: Databases may have their own layout and design, but most will have the same filtering and access options.

If you are ever stuck or confused, the library offers a variety of helpful guides. You can access these from the homepage by clicking on the “Research Guides” tab on the left-hand side of the page.

From here, you can search by keyword, or browse by course or subject.

Our "Sources for Courses" guides can provide you with the necessary materials and research strategies useful for a specific class.

Note that course-specific guides can also be accessed from the Library link on your course Canvas page. If your course does not have a course-specific guide, a general guide highlighting library resources will be available instead.

Additional information about the library can be found throughout the website. There are multiple tabs at the top of the homepage, as well as large buttons below the Library Search, that provide further links and information once you click on them.

If you have more questions, the “Contact Us” tab provides you with multiple options. From here, you can live chat with a librarian 24/7, make an appointment with a librarian, email, text, or call us.

The "Search FAQs" link at the bottom of the page is another place to search for answers to common questions.

From the FAQs page, you can browse answers to popular, recent, and featured questions, as well as search for answers to your specific questions.

Thank you for visiting! Feel free to explore the [website](https://library.temple.edu/) yourself and contact us with any questions.

Please share your feedback with us on this tutorial. Click [here](https://forms.gle/vTMQivWJdwU1jAiN6) to open the feedback form.