How do I find books and articles in the library?

When searching for books and journal articles it is recommended that you learn to use the Advanced Search Option available with One Stop Search.

In the Advanced Search screen you have the option of using a range of different search criteria that will give you more accurate results. You may use any or all of the options pictured below.

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY</td>
<td>Searches for records that have matching keywords.</td>
</tr>
<tr>
<td>AUTHOR</td>
<td>Searches for records with matching author names.</td>
</tr>
<tr>
<td>TITLE</td>
<td>Searching for records that have matching titles.</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>Searches for records that have been given a matching subject terms. For instance a book on Louis Riel will be given Manitoba -- History as subject terms.</td>
</tr>
<tr>
<td>ISBN and ISSN</td>
<td>The international standard book number and international standard serial number are numerical codes used to identify specific publications.</td>
</tr>
<tr>
<td>PUBLICATION DATE</td>
<td>Allows you to choose results published within a specific time frame, such as only materials published in the past 5 years.</td>
</tr>
<tr>
<td>MATERIAL TYPE</td>
<td>If you are looking specifically for books, articles, journals, etc., you may choose this option.</td>
</tr>
<tr>
<td>LANGUAGE</td>
<td>Allows you to choose materials published only in English, French or German.</td>
</tr>
<tr>
<td>START and END DATES</td>
<td>Allows you to specify a range of publication dates.</td>
</tr>
</tbody>
</table>
How can I narrow my search results?

Chances are you will execute a search and get a list of thousands of records that could take weeks to browse through.

<table>
<thead>
<tr>
<th>Peer-Reviewed Journals</th>
<th>Articles in these journals have been evaluated by other academics and subject area specialists before they are approved for publication.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Text Online</td>
<td>Any materials including e-books and journal articles that are offered in electronic format and therefore accessible off-campus.</td>
</tr>
<tr>
<td>Available in the Library</td>
<td>Any materials available in physical format in the library. Note: while most journals are available in electronic format, many older journals are only available at Univ of Manitoba in print.</td>
</tr>
</tbody>
</table>

Should I search for books or for articles?

The answer is both. The question of books vs. journal articles is a question of relevance. You want to find resources that are most relevant to the topic you are researching. In many cases while books are extremely useful when studying history, journal articles may have been published more recently.
How do I refine using subject terms?

Knowing how to use subject terms will help to save you a lot of time when looking for relevant resources. In the left hand column of your search results page there are two options for refining by subject term.

Refine by **Subject**

When you choose “More Options” a new window will appear that will allow you to select the subject terms that are relevant to the topic you are researching.

Refine by **Classification LCC**

When you choose “More Options” a new window will appear that will allow you to select subject terms that are used for assigning call numbers. (*LCC Classification applies only to books.*)
How else can I refine my search results?

Library Location
You can narrow your search to specific libraries if you need to find a resource at a specific location. This only works with books. E-books and journal articles can be accessed anywhere as long as you have your UMnet ID.

Publication Date (vs. Period Date*)
Refining by publication date is especially useful if you are looking for materials published during a specific range of years. This option is very helpful for finding recently published books and articles.

*By period date we mean the range of years that a book or article pertains to. For example, if you were looking for a book about the late Medieval period in France you may want to refine your results to books about France from 1300-1500. Unfortunately there is no easy way to do this. To get the best results include the dates as a unique search term.

You can then use the resulting records to find more appropriate subject terms that will yield better results. Choose the Details tab to get a list of subject terms and click on the link to get a new list of results.
You can repeat this with any record that appears in your list of results to find related books and articles on the topic you are researching.

Language

If you are interested in reading books and articles written in a specific language or you need to eliminate books and articles in a specific language from your results you can select language options in the same way that you refined by subject terms.
What are Subject Guides? (also called Lib Guides)

The search bar on the home page of UM Libraries also has a tab that will allow you to search for Subject Guides. Each subject area at the university has a research guide prepared by a librarian. Get to know your subject guides and your subject area librarians.

It is recommended that you bookmark the subject guide for History. You will find essential reference and research tools that can save you a lot of time and help you with your assignments.

- Reference tools to help you get started on your papers.
- Links for finding books and e-books.
- A list of databases for researching history.
- Resources for finding primary sources.
- Style guides for Chicago/Turabian, MLA, and APA.
- Information about citation management software such as Refworks and Zotero.

How can a subject librarian help you?

Feel free to make an appointment with me any time.
I am available to:

- Give you a tour of the library.
- Help you learn how to use the library catalogue.
- Help you find relevant books and articles for your papers.
- Give small workshops on research methods.
- Connect you with other resources on campus, as well as other subject librarians.