* Go to the main library web page [**www.lib.ua.edu**](http://www.lib.ua.edu). At the top of the page is a search box. Click on the binoculars icon that says “Scout Advanced Search” beneath the search box.
* Once you get to the Scout page, choose “Advanced Search” and then begin using different combinations of keywords and Boolean operators. Once you’ve entered a search:
	+ The left column has options for limiting or narrowing your search, including by publication date, type of resource (e.g., book or article), and subject. These narrowing options are important to use if your search yields too many results or if you want your results to be more focused.
	+ The middle column contains a short record of each resource that matched your search. You can see an icon to the left of the title in each record that indicates the resource’s format (e.g., book, e-book, or journal article).
	+ The right column has options for expanding or broadening your search. You can use these options if your search yields too few results or if the results are too focused.
	+ By clicking on the title of a search result, you can find out more about the resource. If it is a book, you can find out where it is located and whether or not it has been checked out.
* Try a scout search with either new keywords or a new combination of keywords than what you’ve searched previously. Don’t forget to try out Boolean operators.
* Check out the options on the left side of the Scout results page. Try narrowing down your search by date. Look for sources published within the last five years.
* Try narrowing down your search by publication type. Look for “News” or “Magazines.”
* Now look for “Books.” Go back to the left-hand menu once you’ve gotten results for books and select the option for “Print Books.” You’ll need to deselect the option for “Available in Print or Online.”
* See if the book is currently available, where it is located, and which library it is located in. Once you have the call number of a book, you can find which floor the book is on. Beside each elevator is a sign that tells you what floor to find certain call numbers on.
	+ Extra credit is available for people who check out a library book and bring it to class by 2/21.
* Not all of the libraries’ databases are searched by Scout, and you may want to access these databases directly to find other sources.
* Go back to the main library page at [**www.lib.ua.edu**](http://www.lib.ua.edu) and click “databases” in the menu just below the main search box.
* Under the “Subject” box, select “General Search.”
* You’ll be taken to a big list of different databases. You can see the name of the database, if it has full-text articles or not, and a description of the database. UA has even designated certain databases as “best bets” for research.
* Find “Academic Search Premier” and click on it. You’ll be taken to the search page for that database.
* Use the search boxes to try out your search terms. Remember to try different key words, terms, and combinations as you search.
* Once you search and start finding articles you are interested in, look at the entry for each result. Some articles have an icon indicating that they are available as a full-text PDF. That means you can download and save the entire article immediately. PDF full-text articles preserve the original pagination and appearance of the print source.
* Other articles are available in full-text HTML. You can also download and save the article immediately. HTML full-text articles do not preserve original pagination.
* Other articles may have a link that reads, “Check for Full Text.” This link will pull up a library page that tells you where the article can be found if the library has it. Look for a link that says “article” and you should go to a version of the article.
* Be sure to save pdfs or html full-text articles so that you don’t lose any research. It can be very hard to find the same article again if you don’t remember what database you used, the search terms, and so on.
* We used Academic Search Premier as an example because it has so many full-text articles and covers such a wide range of topics. Once you’ve gotten the hang of searching Academic Search Premier, go back to the general databases list and see if other databases might be helpful. Then go back to the main databases page and search for specific subject databases.
* Search another database from the list of databases. Which one did you try? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Be willing to experiment, look at different databases, click around, and try lots of different terms and combinations in your searches.
* Now try Google Scholar.
* Go back to the main library page: [**www.lib.ua.edu**](http://www.lib.ua.edu).
* Above the main search box, in the red menu at the top of the webpage, you’ll see a menu “Research Tools.” Click that menu and you’ll see an option for Google Scholar.
* Click the “Google Scholar” icon.
* Read through the info about using Google scholar. Pay attention to the options to text the library or use the Ask-a-Librarian tool. Seriously, our library is amazing and if you need a source, our librarians are so helpful in getting it for you.
* Enter your search terms in the box.
* If you are off campus, click “access to Google Scholar for off-campus users.” You’ll enter your Bama ID and password (same as your crimson mail name and password).
* Once you enter a search term and search Google Scholar, you’ll get a list of results. Look for the blue text to the right of some of the results. This text will indicate articles that you can get in full-text form from a UA library. Click on the link to be taken to the article you want.