

How to Find a Book, E-book, or Article

Prepared by Daytona State College Library Services

To access the online catalog via the Daytona State College Library Homepage type the following URL address into your browser:

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

1. At the *Daytona State College Library Homepage*, click on the **Find a Book, E-book, or Article** link at the top of the screen.
2. The first thing you should do is log into the system. This will allow you to access e-books and full-text articles. Click on the login link in the upper right hand corner of the screen. Log in using your **Student ID as your Borrower ID** and the **last four digits of your Social Security Number** as your **PIN**.
3. Click in box that says **Search all available items...** and type in your search terms. Remember that *tattoo*, *tattoos*, and *tattooing* will all give you different results. If you use *tattoo** you will find all of them.
4. You can limit your search to a particular type of material, for example e-books or articles, by clicking on the down arrow next to "**Limit to: All items**". Then you can click on a specific type of material to search.
5. You can also click on **Advanced Search** which will give you more options such as additional search boxes for adding more terms, and **Publication Date** which allows you to only look for recent material.
6. When you have typed in your terms and made all your limiting selections, click on **Search**.
7. Your result list may contain a combination of everything - books, e-books, videos, articles, etc. or just one type of material if you limited your search to one material type.
8. You can always narrow down your list by using the choices in the left hand menu such as **Format** (books, articles, etc.) or **Subject: Topic** (for more precise subjects). These choices may change as you add or remove different search limits.
9. There also may be limiters at the top of your result list such as **Peer Reviewed Journals** or **Available in the Library**.
10. The next page will give you some tips for using your results.

Once you have a list of material, how you find that material varies depending on the format. Below are some tips for using your results.

Books

1. Physical books will be listed as “**Books**” and may give you a picture of the cover on the left hand side of the record. They will also include a status, **Available or Checked Out**, and a call number (for example QC981.8.G56K68 2004).
2. If the book is available, you can use the call number to find it on the shelf. If the book is checked out you can use the **Request** feature located below the record to put a hold on the book. If you are at a campus other than Daytona, you can also use this feature to have the book sent to your campus (you will pick it up in the Academic Support Center on your campus).

E-books

1. E-books will be listed as “**eBook**” and may give you a picture of the cover on the left hand side of the record. You can access e-books by clicking on **View Online** located below the record. If you have not logged on yet, it will ask you to logon. Please see step 1 on the previous page for details on logging on.
2. Clicking on **View Online** will open another screen. This screen may vary depending on the publisher. Generally there will be PDF link to the book that you can click on to open it. Our e-books cannot be downloaded but you can print or e-mail a limited number of pages from them.

Articles

1. Articles will be listed as “**Articles**” on the left hand side of the record. To read an article, click **Read Article** located below the record. If you have not logged on yet, it will ask you to logon. Please see step 1 on the previous page for details on logging on.
2. Clicking on **Read Article** will open another screen. This screen may vary depending on the database. Generally there will be a link to the article that you can click on to open it. Articles can be saved, printed, and e-mailed. Many databases also provide citation help.
3. You can also search specific databases by using the Databases by Subject link at the top of the screen or browse a specific journal by using the Journals A to Z link.

Specific Databases to Search:

If you need assistance using any of these services or any other information, please stop by or call the Research Assistance Desk at (386) 506-3518.