INTRODUCTION TO USING THE LIBRARY

POUNCe
is the new discovery tool for Briggs Library with over 200,000 items in the collections. You can link to the catalog from the library home page.

You can type a title, author, or series of keywords in the basic search box.

If you are interested in additional specificity to your search, you can use the Advanced search in Pounce. Below the main search box, click on the link labeled Advanced Search.

You can search a multitude of fields including keyword, title and author and limit your searches to specific languages, format, location, or publication year.
Results will display as shown below. You can narrow your results by using the facets on the left side of the page, or you can find out more

But how do you determine if the book is available for checkout? Click on the green Available link near the bottom of each result. A box will appear below the original result, and you’ll see the Call Number of the book here at Briggs Library. By clicking on the plus sign next to the library you can see if the item is checked out already.

Click the + to see if the item is “Not checked out” or a Due Date for when it will return.
Reading a call number
Briggs Library uses the Library of Congress classification system for labeling its books. Each portion of the call number indicates a piece of information.

![Diagram of call number breakdown](image)

Books cataloged using the Library of Congress classification system are grouped by subject, so all books in PR are related in that they are English (British) Literature. The following number, 6052.Y2, indicates further definition of the subject (A.S. Byatt). The next line, P6, usually indicates the author’s last name. The final number is the publication year.

Location of materials
1st Floor ....................... A – N; poetry (McGinnis Room)
2nd Floor ...................... Reference books, print journals, CDs, DVDs, videos, best sellers
3rd Floor ...................... P & Q, curriculum materials including juvenile fiction and non-fiction
4th Floor ...................... R – Z, government documents, Archives

Recalls
If a book is checked out, and you need it, you can recall it. Click on the link Request tab and check that it’s set to Recall. If you are not already logged into your library account, you will be asked to do so. Type in your user name and password to gain access.

You will then need to verify that both Main and Pickup locations are set to Briggs Library before you submit your request. After submitting your request, you will receive a confirmation notice. When the recalled book is returned to the library, you will receive an email indicating the book is available for pick up at the library’s circulation desk.

While you may submit a recall request at any time, the person who has the book is allowed to have it for at least 21 days before having to return it. If it is past 21 days, the patron has 7 days to return the item before fines will be assessed.
Your Account
You can access Your Account from the library home page or the catalog. Your Account allows you to see what you currently have checked out, some ILL transactions and any fines or holds on your account.

By clicking on the Checked Out (renew items here) link, you will be taken to a list of items checked out to you, including ILL items. From there you can choose to renew specific items or renew everything you have checked out. If an item cannot be renewed you will receive a message at the top of the page indicating so.

When you are done, don’t forget to log out by clicking on the Log Out link at the top of the page.
POUNCE FOR MNCAT
MNCat is the catalog for all of the University of Minnesota collections across all of its campuses. You can use Pounce to search the catalog from the library home page. Simply select the All Campus Catalog button above the search bar before or after you’ve searched the Briggs Library holdings.

In the upper right corner, you can sign in with your university username and password. You will need to sign in when you want to request an item from another campus.

Requesting materials through ILL
Once you have located the book you want, click on the green Available link to see which campus libraries own the item.

In order to request the item to be delivered to Briggs Library, switch to the Request tab and select “Request this title from another library (ILL)”

Be sure that both of these are selected.
WorldCat

If you are unable to find the book you desire in either SUMMON or MNCAT, you can also look in WorldCat, a catalog of thousands of libraries from around the world.

Search Results

Once you have run your search, you will be taken to a list of results.

If Briggs Library has access to the item, in either print or electronic versions, you will see a green highlighted indicator.
To see the full record, click on the title link for the item. From the full record, you will be able to request the item through ILL by clicking on the link “Borrow this item from another library (Interlibrary Loan).”

A form will appear. Make sure to enter information into every field. Note the format for the date field is year, month, date.

Click “Submit” at the bottom of the page. You will be returned to the detailed search result page with a comment at the top of the page indicating your request was submitted.
The standard delivery time for ILL materials is 7-10 working days. Items may come in more quickly or more slowly depending on how easily accessible the item is. It is crucial when preparing to write a research paper that you allow yourself sufficient time to request materials through ILL. If you are interested in calculating how long a project will take you, check out the assignment calculator on the library’s student services page (http://www.morris.umn.edu/library/studentservices.php).
**LIBRARY DATABASES**
The library subscribes to over a hundred different electronic databases, providing access to thousands of online publications. To see the list of the database, click on the link on the left side of the library home page entitled “Article and Reference Databases.”

- Books, Articles and More
  - SUMMON Catalog
  - Article and Reference Databases
  - Reserves
    - Electronic Reserves
    - Print Reserves

**Academic Search Premier**
EBSCO database containing both scholarly and popular articles. When you open the database you will be taken to the basic search screen.

After entering your search string, determine what type of search mode you want to use. If you have entered a Boolean string, you’ll want to make sure you select “Boolean/Phrase,” so you don’t receive extraneous results. In the bottom portion of the screen you can choose to further limit your search to full text articles only, peer reviewed publication and by publication type and date.
There is a great deal of information contained on the search results page. If you see “PDF Full Text” or “HTML Full Text” you know that document is available to you in full text. Simply click on the link to the article.

If you determine you want to further limit your search after you see the results you can choose to see only specific types of publications by clicking on the links in the left pane for “Academic Journals” or “Magazines.” You can also limit the results to “Full Text” or “References Available” or by date.

Even though an article may not be listed as “Full Text” in the EBSCO database, there may be another database the library subscribes to that may have it. To determine if there is another full text option or to request the item through ILL click the “Find It” button.
In the image above, the first article listed in the results is available in full text through PsycARTICLES. The pertinent bibliographic citation information is filled in for you, so all you need to do is click “GO.” You are then taken to a PDF of the article, which you can choose to print or save. If the document had not been available in full text through another database, you would have to request it through ILL. (See ILL instructions for how to do that.)

**Expanded Academic ASAP**

Over 4,500 journals, scholarly and popular, are available from Gale. While many of the journals are available in full text, there are some publication limitations for the most current articles. See the e-journal finder ([http://morris.liblink.umn.edu/morris/azlist/default](http://morris.liblink.umn.edu/morris/azlist/default)) if you have questions about specific journal availability.

As you can see, Expanded Academic has a very different look then Academic Search Premier. While it may have a different look, the search skills you’ve been working on are still applicable. The basic search allows you to look for keywords.

You can also try searching using the Advanced Search by clicking on the tab near the top of the page. This allows you to specify which fields you would like to search. You can also limit your search depending on what types of articles you are interested in.
The results page separates your results into a number of categories including academic journals, magazines, books, news and multimedia. If the article is available in full text you will see either for and HTML version of the article or for a PDF version. If an article is not available in full text, you will see the “Find It” button. There may also be the symbol indicating an abstract of the article is available.