

## Guide for Conducting Library Research

At the University of Florida, you may want to download VPN software to your laptop/tablet to access the library databases easily and quickly:

1. Go to the Off Campus Access page of the Library Website
  - <http://cms.uflib.ufl.edu/offcampus>
2. Under Option 2, click on the instruction link for your appropriate device and OS, then follow instructions to download the appropriate VPN software
  - *Note: you can also just log in using your account through Option #1 as well*

### Steps for Conducting Library Research

1. First, go to the library website homepage and select the link to **search the Library Catalog for a book about your text**
  - *Note: Books from reputable publishers, such as university presses, are often the most authoritative and reliable resources. Books take a long time to produce, so often contain the most thorough research on a topic and their works cited or bibliographies are a good resource for finding related material*
  - You can also access the Library Catalog here: <https://uf.catalog.fcla.edu/uf.jsp>
  - Use a variety of keyword combinations to find books about your author, the text you're working on, the subject matter that your text is about, the genre of your text, etc.
2. Note down the **Call Numbers** and **Library Locations** of your books
3. Go to the appropriate library and **search the shelves for your book(s)** using the call number
  - When you get to the right shelf to get your book, **look at the books around the book you were searching for** on the same shelf, on the shelf above, and on the shelf below
    - Books are usually grouped together by similar topics, so you may likely find a useful book next to or near the one you found
  - Ask a circulation desk attendant for help if you can't find the book
4. **Check out your book(s)** and bring them to class
5. After you have searched for a book, go to the library website homepage **and select the link titled "Databases A to Z"** or go here: <http://guides.uflib.ufl.edu/az.php>
6. **Search for the following databases** in the list of databases:
  - JSTOR
  - Project Muse
  - Academic Search Premier
  - Google Scholar
    - Use a variety of keyword combinations within each of these separate databases
7. Carefully read through the titles and abstracts brought up on each database search and **download articles that seem most relevant and useful to you**
8. If you cannot find either books or articles that seem particularly relevant, **approach the reference desk in Library West and ask for assistance** in finding books and articles about your text, author, and subject matter