

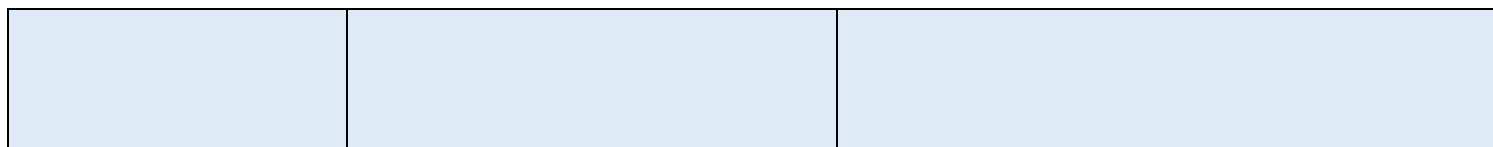


NAVIGATE SEARCH RESULTS IN ANY UCSC ARTICLE DATABASE

STEP-BY-STEP HELP: Ask these questions—in order. Stop when you answer **yes**.
Keep going if you answer **no**.

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| <p>1. Is there a full-text link or PDF icon?</p>  | <p>YES: Fantastic! Click on it. Then read it, print it, or email it. Stop here.</p> | <p>NO: Go to #2.</p> |
| <p>2. Do you see a gold UC-eLinks icon?</p>  | <p>YES: Good! Click on it, and then go to #3. (If it automatically opens the article for you, then stop here. Now you can read it, or email it.)</p> | <p>NO: Open a new tab or window and go to cruzcat.ucsc.edu OR library.ucsc.edu and click on “Books & More.” Do a title search for the <i>name</i> (or source) of the journal (NOT the article!). Click on the journal title: is the date you need there or covered by the “Library Has” line? If so, write down the location and call #, and then find the volume on the shelf and read it, scan it, or copy it. Stop here. If we don’t have it at all, and you have 2+ working days lead time, then go to guides.library.ucsc.edu/ill and click on Articles (at the bottom) to order a scanned copy from another library. Also see #6.</p> |
| <p>3. Now is there a link (or links) under “Get It Online From?”</p> | <p>YES: Excellent! Click on the link, find the article, and read it, print it, or email it. Stop here.</p> | <p>NO: Go to #4.</p> |
| <p>4. Do we have the journal in print? Click on “Check the UCSC Catalog: CRUZCAT” link under “Find a Copy.”</p> | <p>YES: Nice! Click on the journal title and see if the volume and date you need are listed or would be covered by the “Library Has” line. If so, write down the location and call #, and then find the volume on the shelf and read it or copy it. Stop here.</p> | <p>NO: If it says “Your entry ... would be here” then we do not subscribe to that journal. To be absolutely sure, also try a title search in Cruzcat for the name of the journal. Then check for the volume and date that is in the article citation. Still no? Go to #5.</p> |
| <p>5. Do you have time to wait for it to come from another library (about 2+ working days)?</p> | <p>YES: Great! Click on the “Request this from the library” link under “Request It.” Fill out the info on the Request form. You’ll receive an email with a link to the article when it has been scanned. Stop here.</p> | <p>NO: Go to #6.</p> |
| <p>6. Are there other articles in the results that might work for you?</p> | <p>MAYBE.... Take a look at your results list more closely and see if any others would do. Make sure to look at any abstracts (summaries) to see how relevant they might be. Librarian Tip: Check for other subject headings or descriptors —these are great timesavers!</p> | <p>NO: Look at the subject headings, terms, or descriptors that are used in the results list. Try clicking on those or try different keywords or different combinations of keywords—experimenting is good. Librarian Tip: Put quotation marks around word you want to keep together—in that exact order—in your search. And go to #7.</p> |
| <p>7. Are you out of ideas and need more help?</p> | <p>YES: See box to the right for info (and on the back) on how to reach us. We live for this stuff. ☺</p> | <p>In-person help at McHenry Library: M–F 1pm–5pm OR email us: ref@ucsc.edu.</p> |

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**IN-PERSON HELP FROM
THE UNDERGRADUATE EXPERIENCE TEAM (UET)
WE ARE HERE FOR YOU!**

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During academic quarters: Monday-Friday 1–5pm

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