

Name: _____ Class: _____ Date: _____

Searching Hawaii State Public Library Catalog and Databases: Hints and Notes

Finding materials in the library -- <http://www.librarieshawaii.org/services.htm>

1. Get to the HSPL home page: type in Hawaii State Public Library (hint: save as a favorite)
2. Click on 'catalog' – notice the drop box and all the choices!
3. click on '**online catalog**'
4. Choose a type of search
 - a. **General Key Word** and **Subject browse** offer best results
 - b. Type in your topic or keyword
5. If too many results
 - a. sort by publication date and/or
 - b. Limit search to Y-nonfiction (young adult nonfiction)
6. When your list of results is reasonable check
 - a. Location of book, if it is outer island it will take 4 weeks to come here
 - b. Status of book, if it is checked in it will come sooner than if it is checked out, lost, in transit, etc
7. Click on a title that you think looks promising, read the details, if you want it click 'request'
 - a. Type in ID and pin. (your pin is the last 4 digits of the phone number on your account)
 - b. Choose location
 - c. Click request

To search the databases for magazines

1. from HSPL homepage click 'catalogs'
2. Click on **electronic databases**
3. Choose '**Primary Search**' for easier articles or '**Middle Search Plus**' for higher level articles
4. Login – use your library card number
5. type your topic into the Find: box
6. If too many results: Click refine search
 - a. Check 'Full Text'
 - b. Limit to recent articles
 - c. Add an 'and' for example Volcanoes and Hawaii or Earthquakes and prediction
7. Read or skim the article. If you want it for your research,
 - a. Print it out
 - b. Email it to yourself
 - c. If there is a PDF format it will give you the article as it appeared in the magazine

Search and use Virtual Reference Shelf

1. from HSPL homepage click 'catalogs'
2. Click on **e-databases**
3. Scroll to "**Gale Virtual Reference Library**"
4. Login – type your library card number in
5. Choose "**Gale virtual Reference Library**"
6. type keyword in **find** box:
7. choose articles from the list that is generated
8. If you plan to use an article click on "**How to Cite**" Choose **APA style** and copy citation and save it or print it. Take notes from article *in your own words*

If you are having trouble:

1. Go to the library and ask the reference librarian for help
2. call the library (Kailua 266-9911) and ask the reference librarian for help
3. try different keyword searches
4. check your spelling
5. Ask your parents
6. ask Mrs. Braden, Mrs. Waters or another SAS teacher for help.