

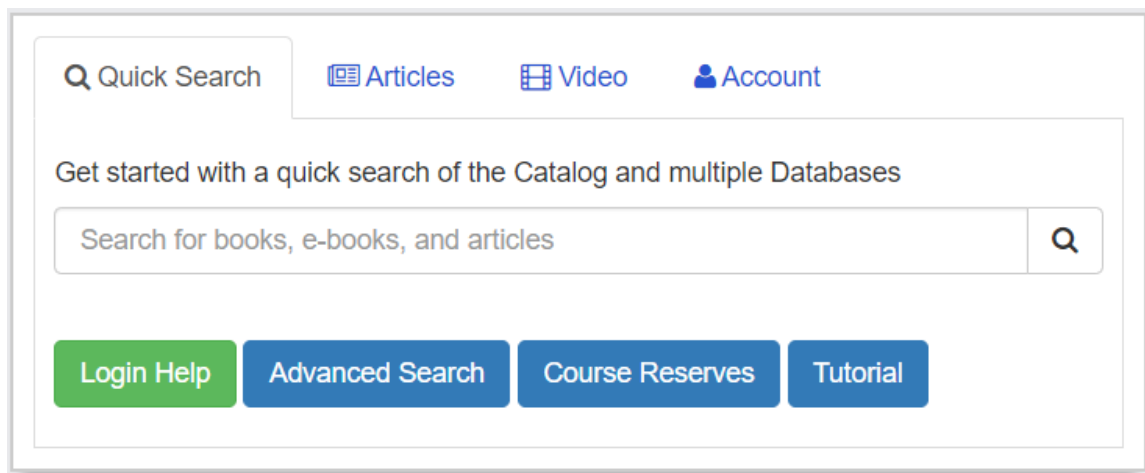
How to Find a Book, E-book, or Article

Prepared by the Daytona State College Library

You can access the Daytona State College Library homepage at:

<http://library.daytonastate.edu>

1. On the Daytona State College Library homepage you have several options for locating materials. If you are looking for a specific type of material you can click on the individual tabs for Articles, or Video. If you want to do a general search of everything choose QuickSearch.

A screenshot of the Daytona State College Library homepage search interface. At the top, there are four tabs: 'Quick Search' (with a magnifying glass icon), 'Articles' (with a book icon), 'Video' (with a film strip icon), and 'Account' (with a person icon). Below the tabs, a text prompt reads 'Get started with a quick search of the Catalog and multiple Databases'. Underneath this is a search input box containing the placeholder text 'Search for books, e-books, and articles' and a magnifying glass search button on the right. At the bottom of the interface, there are four buttons: 'Login Help' (green), 'Advanced Search' (blue), 'Course Reserves' (blue), and 'Tutorial' (blue).

2. Type your search terms into the search box. It's a good idea to start with just one or two terms – you can always narrow your search later. Remember that *tattoo*, *tattoos*, and *tattooing* will all give you different results. If you use *tattoo** you will find all of words beginning with those letters. Press enter when you are finished typing in your terms. Don't forget, spelling counts!
3. Once the result screen appears, 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 clicking in **SSO (Single Sign-On)** and enter **your DSC email** and your **Password**.
4. You can always narrow down your result list by using the choices in the left hand menu such as Subject: Topic (for more precise subjects) or Creation Date (if you need more recent materials). These choices may change as you add or remove different search limits.
5. There also may be limiters at the top of your result list such as Peer Reviewed Journals or Available in the Library.

The next page provides more information and search tips specifically for print books, e-books, articles, and videos.

Visit our research help desk, call, email, chat, text, or make an appointment!
Daytona: (386)-506-3518 | DeLand: (386)-785-2017 | <http://library.daytonastate.edu/help/>

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 any available book sent to your campus (you will pick up books sent to the DeLand Campus Library. For other Area Campuses, pick up books 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 “Journal” 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.

Video

1. Videos will be listed as “Videos” for physical items like DVDs and eVideo for streaming videos. Physical videos like DVDs will have call numbers and be shelved with the books or on reserve behind the Circulation desk.
2. Streaming videos can be accessed by clicking on View Online located at the bottom of the record.

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