

University of Leeds – Finding information with Library Search (transcript)

<https://www.youtube.com/watch?v=swkve2YWsCM>

When you need to find information on a particular topic, or for an assignment, you can use Library Search. You can get to Library Search in a number of ways. One way is by logging into Minerva with your University username and password. Choose the 'Learn' Tab. Towards the middle of the screen, you will see the Library Search box. Before you start a search, it's a good idea to think about your topic and the different words you can use to describe it. This will help you to find the most relevant information. In this search, we'll look for information about 'university assignments'. Click on 'Go' and your results will appear in a new window. Here you can see a list of results that Library Search has found which contain the words 'university assignments'.

Library Search will find books, e-books, journal articles, newspaper articles, and more. Look above the title of each item to see what type of information you have found. We can see that the first result in our search has multiple editions available. You can find more information by clicking the title. The Library has two versions of this book. Once you decide which you'd like to read (this would normally be the most recent version), click on the title. When you choose a book, you'll see all the details that you need to find it, including which library and floor it is on, the shelfmark, and whether it is available to borrow. If the book you want is on loan, you can request it by first signing in. You'll then see a green 'Request' button. Click this to recall the book. This will give the person who has the item seven days to return it to the Library.

If an item is available online, then you can click to read it. You may need to login, if you haven't already. You can access some journal articles directly from the search screen, without the need to click on the title. You can download a PDF, or click to view the table of contents of the journal issue that article appears in.

You might find that you get a large number of search results. If this happens, you can use the filter options on the left of the screen to reduce the number. You might only want to view journal articles or books, or you might just want information from the last 5 or 10 years. If you are using Library Search away from campus, you might want to limit your search to items that are available online. To email useful references, click on the email icon next to each item. You can also save references using the pin icon. Be sure to login if you want to keep these references.

Thank you for watching.

If you would like more information about how the library can help you, please go to the Library website.