Searching Summon

The library offers a unified discovery search service for the library’s resources. This means that it provides a Google-like search experience for all the resources owned by our library, allowing researchers to use one search box to discover credible and reliable library sources. Through one search, it provides access to articles, books, and other items owned by the library.

Please note: it may also be beneficial to search in a subject-specific database that is appropriate for your topic.

Getting Started:

On the library’s home page, libguides.umflint.edu/library:

- **Type keywords** that describe your topic into the search box. Keywords can also be an author's name or words from the title of an article or book. One to three keywords will usually be sufficient. Click the “Search” button.

- By looking at the icon to the left of each item in the results list, it is evident what kind of item it is: journal article, book, newspaper article, etc., and whether or not the item is available online. Some items retrieved in the search may be books on the shelves of the library.

- **Refine search results** using options in the left margin. Some useful limits include:
  - Scholarly & peer-reviewed – frequently instructors will require that you use scholarly sources
  - Full text online – these will be the easiest articles to get, but note that sometimes the full text of articles you really want is available in a printed journal
  - Publication date – for some topics, the information you need must be very recently published. Slide the publication date arrow along the bar to limit your results to the date range you need

- Roll your mouse over the title of an article to see more information about the article, including in many cases an abstract, or summary, of the article.

- Click the “Full Text Online” link to go to the full text of articles that indicate they are available online.

- **Other types of items** that will be found in a Summon search:
  - Online books: click the “Full text online” link. Always choose the Flint campus copy, when given a choice.
  - Print books (books on the shelves of the library): write down the call number (the series of letters and numbers next to the link “Check Availability”) for the book, and find it on the shelves in the library.
  - Media items (CDs, DVDs, VHS tapes, on the shelves in the library): write down the call number for these items, and library staff will retrieve them for you.