Searching for Your Math Articles in Swoopsearch

1) start on the library homepage or (see above)
   www.uttlyer.edu/library/

2) click “Advanced Search” in the Swoopsearch box

3) Put what you are looking for in the title like below

   put your search terms here

4) click Search

5) Make sure to check the “Expand search to include items with no full text” box

6) Then use the limiters in the left side menu to narrow your search for “Peer Review”, Date of Publication (Creation Date), English, Journal Titles

   NEED HELP? CALL US 903-566-7342
EDUC 4365 Cheat Sheet

SEARCHING FOR ARTICLES?

**BY CITATION**

1) start on the library homepage
   www.uttyler.edu/library/
2) Click “Journals by Title”
3) Select “Fetch Item” tab
4) Enter information available, then “send”
5) Locate the article
6) If we do not have it: Borrow from another library

**BY TOPIC**

1) start on the library homepage
   www.uttyler.edu/library/
2) click “Research Guides by Subject”
3) choose a subject according to your project/field/paper topic OR by Course if it is listed
4) click “Databases” tab
5) select a database (If unsure which to choose, Academic Search Complete is a great starting point)
6) when off-campus: Enter your Patriots username and password to log in
7) begin searching

If the full text of the article is not available, don’t worry, see below...

ORDER ITEMS WE DO NOT OWN THROUGH INTERLIBRARY LOAN (ILL)

1) Start on the library homepage www.uttyler.edu/library/
2) Scroll down to the middle of the page under Related Links or use the Login menu top right
3) Click “Borrow from another library” or “Interlibrary Loan”
4) Log in (Patriots Username & Password)- if not already logged in
5) Click “Create Request” and fill out 1 request form per item
6) Notice the Request Type. Make sure you are requesting the right type of item.
7) In “Amount Willing to Pay” - don’t worry about this. if there is a cost for your item (very rarely), you will be contacted with an explanation of the cost and will have the opportunity to say yes or no.
8) Enter “Needed before” date” 1-2 days before project due date
9) Status= student
10) Delivery Location= Tyler campus
11)“Submit”

If in a database already, just click “Borrow from Another Library” OR “Request via Interlibrary Loan”

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