

# Welder Library Resources Quick Guide

## Catalog

The catalog is used to find books available on campus as well as at local libraries. Before using the catalog, you will need to register your MCard as a library card. You can do so at the front desk of Welder Library.

1→ Scan the QR code on this sheet or google "umary welder library catalog". There is a detailed video tutorial on this page.

2→ Click the orange "Library Catalog" button. This will bring you to a page that says "Central Dakota Library Network" at the top. Type your terms (title, author, or keyword) in the search box and click "Search."

 **NOTE:** Welder Library is a member of the Central Dakota Library Network, which includes over twenty local public and school libraries. When you search the catalog, items from those libraries will appear in the results. These can be sent to campus by placing a hold on the item. See **Step 4**.

3→ Click on the title of any item to see more info. On the details window, you can see which libraries own the item, where the item is located in the library, and if the item is available now or checked out.

4→ If the item is available at Welder Library, then you can immediately go find it and check it out at the front desk. If the item is available at another library, or is currently checked out, click the blue "Place Hold" button and log in using your MCard's 14-digit barcode number and your 4-digit PIN number. (You choose your pin when registering your MCard at the library. If you've forgotten your pin, a library staff member can help you reset it.) An automated email or text message will be sent to you when the item has arrived on campus.

 **HINT:** If you only want to see what is available on campus, click on "View All" under the "Library" filter (left side of page). In the popup window, click "Welder Library–University of Mary", then click "Include" at the top. Now only books in our collection will appear.

## Databases

Our online databases are used to search for scholarly journal articles, ebooks, and more. Some recommended databases include JSTOR (humanities), ProQuest US Newsstream (major periodicals like NYT, Washington Post, etc.), or PubMed, CINAHL, and MEDLINE (medical field).

1→ Scan the QR code on this sheet or google "umary welder library databases". There is a detailed video tutorial on this page for using our biggest database platform, EBSCOhost.

2→ Click the orange "Online Databases" button and log in using your UMary email address and email password. If you are having trouble logging into this page, you will need to contact the OIT Help Desk (701-355-3711). The library does not have access to this information.

3→ Choose the database you would like to use. A good starting point is "Academic Search Ultimate."

 **HINT:** All databases with "(EBSCOhost)" next to their name can be searched at the same time. Go to any one of them and click "Choose Databases" above the search bar. The video tutorial also shows you how to do this.

4→ Enter your search terms in the search box. Click "Search".

5→ You can refine your results using the filters on the left side of the search results page. You can also use Boolean Operators (such as AND, OR, and limiters like quotation marks) to narrow your search results. For example, searching [ "nursing shortage" AND burnout ], will only result in articles with both terms.

6→ Click on the title of any article in the search results to see detailed information about the article. This may include citation information, an abstract, keywords, or related articles.

7→ Items labeled as "PDF Full Text " are available to view and download immediately. The location of the download button will vary depending on the database. If you see the "request this item" link or cannot find a way to view the full article, you can request it via Interlibrary loan. See below for how to make a request.

 **HINT:** If an article is not available as a PDF Full Text, there is a chance you can find the full article by simply copying and pasting the title into Google. If you find an article this way, make sure that it is the fully published version, and not a pre-published manuscript.

## Interlibrary Loan (ILL)

If you need a book or article that we do not own or have access to in our databases, you can use our InterLibrary Loan system to request items from around the country.

### Registering for an ILLiad Account

- 1→ Scan the QR code on this sheet or google "umary welder library interlibrary loan". There is a detailed video tutorial on this page.
- 2→ Click the orange "Interlibrary Loan Request" button and read the Frequently Asked Questions.
- 3→ Click "First Time Users" under the login area, scroll to the bottom, and click "First Time Users Click Here".
- 4→ Fill out the registration form. When finished, click "Submit Information."

### Making an ILL request for an article or book

- 1→ If you need an article or book Welder Library does not have access to, make sure you have the citation information (from a database entry, a footnote, bibliography, etc.), then login to your ILLiad account.
- 2→ Click the "New Request" dropdown menu and select the type of item you want to request. (Note: The "Book Chapter" option is for requesting a PDF scan of a particular chapter from a book.)
- 3→ Fill out the appropriate request form. Click "Submit Request" when you have completed the form.
- 4→ Once a request is submitted, we send it to libraries that own the item. If it is an article or chapter, they will scan and send it and you will receive an email with instructions on how to download it. If it is a book, it will be mailed to the Welder Library for pick-up. An automated email will be sent notifying you of its arrival.



**NOTE:** The average time it takes to receive an article is 3 days while books can take 7-10 days to arrive to campus. It is always best to give yourself plenty of time to receive research materials.

## Reference Appointments

Our Librarians are available to meet for group or one-on-one appointments for any of your research needs. You can receive help with anything from learning the basics of how to use our resources to receiving help finding sources for a specific project.

Sign for a Reference Appointment by scanning the QR code on this sheet. You can also find us on the "One Stop Shop for Student Services" under "Welder Library Reference".



**NOTE:** Students on the main UMary campus will have their appointments in-person at the Welder Library. Online students, evening commuters, and students from our satellite campuses will meet via Teams.

Catalog



Databases



Interlibrary  
Loan



Reference  
Appointment



UNIVERSITY  
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Welder  
Library

Contact us with any questions:  
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