

### **Using the Library Catalog**

**Go to the Mansfield Library home page** ([www.lib.umt.edu](http://www.lib.umt.edu)). Click on the “Catalog” link on the top left side of the page. This is how you search for books, videos, sound recordings, government documents and theses owned by this library.

**Select the “Advanced Search” tab.** This gives you more flexibility in your search, since you can combine concepts. Type in one or a few words describing your topic/concept into the first box.

**Start off broad, then narrow down your search.** Books tend to be broader discussions of research than articles. Begin by looking for “journalis? AND ethic?” rather than just typing in your topic or thesis. Remember to truncate with the question mark to catch all permutations of a word (journalist, journalism, journalistic)

**Keep an eye out for keywords** that describe your topic in words other than the ones you’re using. If you don’t have many results on your first search, go broader and think of other terms you can use. Subjects/topic terms can be great guides for this.

### **Using WorldCat**

To find books and other materials we don’t own on your topic, use WorldCat, an online catalog of materials owned by libraries around the world. To get to WorldCat:

1. Go to the Mansfield Library home page ([www.lib.umt.edu](http://www.lib.umt.edu)).
2. Click on “Electronic Resources.”
3. Click on the Journalism section.
4. Find the last resource on the list, right above the subject guides.

Search it using the same tips listed above for the UM catalog, except use the asterisk (\*) to truncate words.

### **Locating Electronic and Print Journals in the Mansfield Library**

If you have a citation to an article and need the full text, use the UM-M Journals list to find out how to get the article. Go to the Mansfield Library home page ([www.lib.umt.edu](http://www.lib.umt.edu)) and click on the Journals list. Enter the title into the search box near the top of the page.

For example, to locate the following article:

Brooks, C. and Cheng, S. (2001). Declining government confidence and policy preferences in the U.S.: devolution, regime effects, or symbolic change? *Social Forces*, 79, 1343-1375.

Type Social Forces into the search box on the Journals page, and click the Search button. Your results will look like this:

**Social forces** (0037-7732) [Title details from ulrichsweb.com™](#)  
in [The University of Montana's Print Holdings](#)  
from 03/01/1974 to present in [Academic Search Premier](#) and [Business Source Premier](#)  
from 03/01/1993 to present in [Expanded Academic ASAP](#)  
from 03/01/1997 to present in [Wilson OmniFile: Full Text Mega Edition](#)  
from 03/01/2001 to present in [Project Muse - Full Database Package](#)  
from 09/01/1925 to 12/01/2001 in [JSTOR Arts and Sciences II Collection](#)

Click on the link to the database to pull up the electronic full-text version of the article, or click on the link to the “UM Print Holdings” to find out where the print version is in the library.

### **Getting Materials We Don't Own**

To get items found in databases or WorldCat, use the “Get Materials We Don't Own (ILL)” link on the Mansfield Library website. It takes about a week to get an article, and about two weeks to get a book or other mailed item.

### **Policy Resources**

Portals or search engines that specifically search for government information are a great way to locate government resources on the web. Two popular sites are:

Google UncleSam <http://www.google.com/unclesam>  
Firstgov <http://www.firstgov.gov>

Google or Yahoo's general search can also provide resources, but use our guide to Evaluating Web Pages ([http://www.lib.umt.edu/research/guide/int\\_evalweb.htm](http://www.lib.umt.edu/research/guide/int_evalweb.htm)) when searching the open web to help judge the quality of the content you find.

We subscribe to a database called **Lexis Nexis Congressional**, which is excellent for tracking legislation and Federal policy making. It can be found on the Journalism resources page, off the Find Articles link.

There are a couple of free websites that are also useful for tracking legislation.

Thomas <http://thomas.loc.gov> Current and recent U.S. legislation  
MT info [http://laws.leg.state.mt.us/pls/laws05/LAW0200W\\$.startup](http://laws.leg.state.mt.us/pls/laws05/LAW0200W$.startup)  
Covers Montana legislation from current 2005 session

### **UM Journalism Wiki**

A new resource this semester is the UM Journalism Wiki. Please explore this resource and add to it!

<http://umjournalism.pbwiki.com>