



BOOK SEARCHING

- Begin at the RBC Library web page: www.rbc.edu/library.
- Select "**Articles and Books**" listed under RESEARCH.
- From the links at the top, select "**Books and Videorecordings.**"
- Access **LION** using the appropriate on- or off-campus link.
- From the LION search screen, enter your search term(s).
- Your list of results will most likely include a variety of print and electronic books. *Note that electronic books have the letters "eb" after the call number as well as the phrase [electronic resource] embedded in the title.*
 - Books from the STACKS, OVERSIZE COLLECTION, etc. can be checked out using your library card. You are also welcome to make photocopies of READY REFERENCE materials.
 - To view an electronic book, click the "**DETAILS**" button to the left of the title in your list of results. Within the catalog record, click the link for electronic access beneath the title. Your electronic book will launch in a new window.

ORDERING BOOKS FROM OTHER LIBRARIES THROUGH INTERLIBRARY LOAN (ILL)

- Begin at the RBC Library web page: www.rbc.edu/library.
- Select "**Articles and Books**" listed under RESEARCH.
- From the links at the top, select "**Books and Videorecordings.**"
- Access **WorldCat** using the appropriate on- or off-campus link.
- Enter your search terms(s). Consider limiting your search by publication year.
- Your results will be ranked by the number of libraries which own the item. Click the "**Libraries Worldwide**" link to verify that the book you are interested in is owned by an academic library in Virginia.
- Click the **ILL** (Interlibrary Loan) button to request that a copy of the book be shipped to RBC.
- A librarian will contact you when your book arrives! *Note that there is a \$5 overdue fine per day per late Interlibrary Loan book.*

ARTICLE SEARCHING

- Begin at the RBC Library web page: www.rbc.edu/library.
- Select "**Articles and Books**" listed under RESEARCH.
- Select "**Article Databases from VIVA.**"
- Next, select the appropriate on- or off-campus link of a relevant database. Here are some suggestions when selecting databases:
 - For papers and debates on current events topics, use **EBSCO's Academic & General Interest Databases.**
 - If looking for newspaper articles, use **Factiva.**
 - If looking for literary criticism, use **Literature Resources from Gale.** (Under HUMANITIES)
 - If looking for professional journal articles in psychology and sociology journals, use **EBSCO's Education Databases** or **EBSCO's Psychology Databases.** (Under SOCIAL SCIENCES)
- Once you have selected a database, enter your search term(s) and select appropriate limits. You may want to limit your search by date. Some databases allow you to restrict your search to *Scholarly (Peer Reviewed) Journals*. You may also choose to limit your search to full-text articles.
- After running your search and browsing through a list of articles, you will see that some are available full text. You may print or save those articles. If you find an article that does not come with the full text, you can order a copy of the article through ILL (Interlibrary Loan). Complete an online ILL request form at: www.rbc.edu/library/Forms/loanform.htm.

RESEARCH HELP

- Begin at the RBC Library web page: www.rbc.edu/library.
- Select "**Research HELP**" listed under RESEARCH for information on APA & MLA format, sample paper topics, etc.

LIBRARIANS ARE HERE TO HELP!
library@rbc.edu | 804-862-6226

Guide created January 2009.