



# 1

## Searching for Books, E-Books, and DVDs

- Begin at the RBC Library web page: [www.rbc.edu/library](http://www.rbc.edu/library)
- Click **Books/DVDs** under the “Find Items” heading.
- Enter your search terms. Your results will include combination of the following:
  - Items that can be checked out in **STACKS, OVERSIZE COLLECTION, DVDs**
  - **E-Books** available online. Click title of e-book > scroll to the bottom of the record > click the holdings link that says “RBC” or “Richard Bland.” You will be prompted to login if you’re off-campus.
  - **Ready Reference Books**, which you can’t check out but can make photocopies.

# 2

## Searching for Articles

- Begin at the RBC Library web page: [www.rbc.edu/library](http://www.rbc.edu/library)
- Select **Articles** under the “Find Items” heading.
- Next, select a subject area or database/journal by title. Here are some suggestions:
  - **Academic Search Complete**: Comprehensive, multi-disciplinary database
  - **Factiva**: Newspaper articles
  - **Literature Resources from Gale**: Literary criticism
  - **Psychology and Behavioral Sciences Collection**: Psychology journals
- Searching tips: You may want to limit your search **by date**, to only articles **available in full-text**, and/or to **only scholarly/peer-reviewed journals**.
- If an article is not available in full-text, request it through **Interlibrary Loan**.

# 3

## Interlibrary Loan

- Begin at the RBC Library web page: [www.rbc.edu/library](http://www.rbc.edu/library)
- Select **Interlibrary Loan** under Find Items.
- Click the **WorldCat** link. Search WorldCat for books not owned by RBC Library.
- Click the **Libraries Worldwide** link to verify that the book you are interested in is owned by a college/university library in Virginia.
- Click the title of the book > **Use ILL to borrow this item from another library**. Fill out your information and a librarian will contact you when the item arrives.
- If you can’t find the item you want in WorldCat, you may use the form on the **Interlibrary Loan** page to request it.

# 4

## Research Help

- Visit the **Get Help** pages on our website: for information on APA/MLA format, sample paper topics, etc.