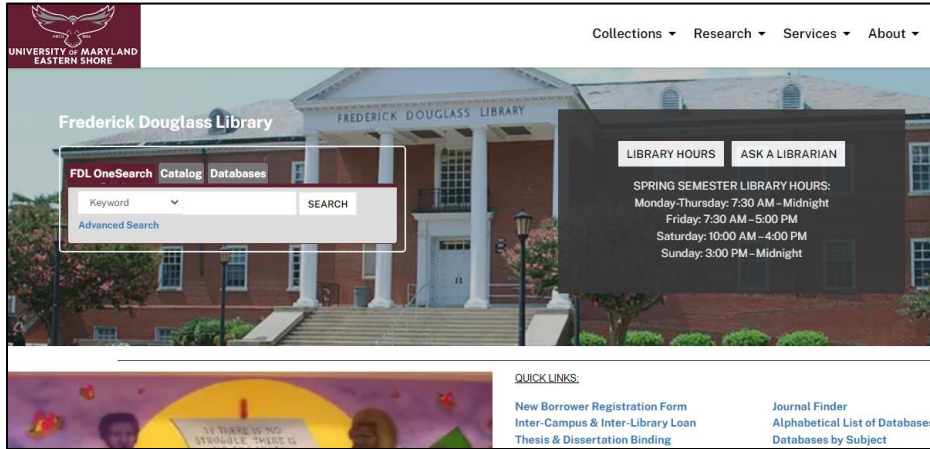




Frederick Douglass Library

Finding Books, Journals and Searching Databases

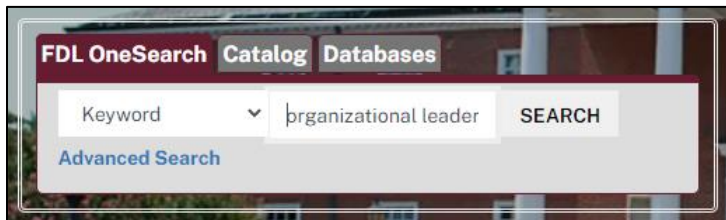
Start your research on the [library website](https://wwwcp.umes.edu/fdl/) (https://wwwcp.umes.edu/fdl/)



FDL OneSearch Tab:

This discovery service allows you to search for books, ebooks and journal articles all at the same time; however, it does not include all ProQuest or WorldCat databases.

Example: Enter keywords – in this example, “organizational leadership” was entered



Search Results:

- Using “Refine Results” on left, limit results to full text and peer reviewed articles or to desired source types (news, dissertations, ebooks, etc.). Can also limit results by date.

Search Results: 1 - 30 of 2,349,861

RESEARCH STARTER
Leadership: Research Starters Topic.
 Leadership involves a complex set of interactions between an individual and a group. The conclusion of extensive research on leadership is that g
 Leadership: Research Starters Topic

1. **Organizational Leadership** : Foundations and Practices for Christians
 By: Jack Burns; John R. Shoup; Donald C. Simmons Jr. Downers Grove, IL : IVP Academic, 2014. eBook., Database: eBook Collection (EBSCOHost)
 Subjects: RELIGION / Christian Living / Leadership & Mentoring; BUSINESS & ECONOMICS / Leadership; Christian leadership; Leadership--Rel
 PDF Full Text Full Download
 Table of Contents Most Relevant Pages From This eBook

2. **Organizational leadership** : fire services in the United States / by Charles H. Kime.
 By: Kime, Charles H., Amsterdam : New York : JAI, 2001. xvii, 173 p. ; 23 cm. Language: English, Database: UNIVERSITY OF MARYLAND - EASTE
 Subjects: Fire fighters -- United States; Emergency medicine -- United States; Leadership -- United States; Organization -- United States
 find it Retrieve Catalog Item

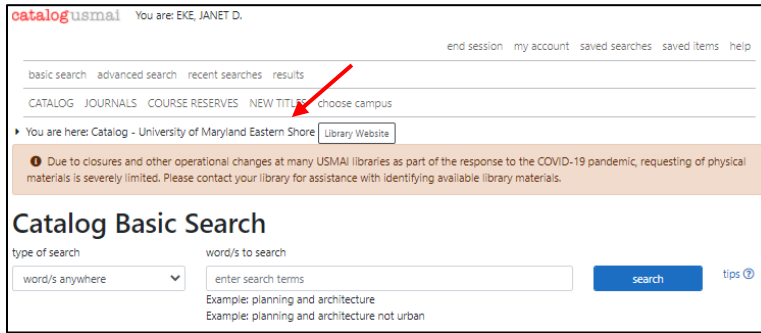
Location	Call No.	Status
UMCP McKeldin Library	RC88.7 .K544 2001	Available

Show More (1)

Catalog Tab:

To find books, click the “Research” tab from the menu bar at the top of the library website; click **Catalog**

1. Books at UMES:

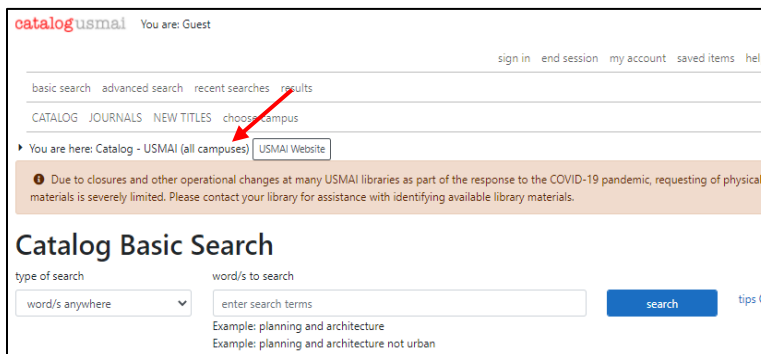


The screenshot shows the 'catalog.usmaimai' website. At the top, it says 'You are: EKE, JANET D.' and has links for 'end session', 'my account', 'saved searches', and 'saved items help'. Below this is a search bar with 'basic search', 'advanced search', 'recent searches', and 'results' options. A red arrow points to the 'NEW TITLES' link in the navigation bar. Below the search bar, there are links for 'CATALOG', 'JOURNALS', 'COURSE RESERVES', and 'choose campus'. A breadcrumb trail shows 'You are here: Catalog - University of Maryland Eastern Shore > Library Website'. A notice states: 'Due to closures and other operational changes at many USMAI libraries as part of the response to the COVID-19 pandemic, requesting of physical materials is severely limited. Please contact your library for assistance with identifying available library materials.' The main section is titled 'Catalog Basic Search' and includes a 'type of search' dropdown (set to 'word/s anywhere') and a 'word/s to search' input field with a 'search' button and a 'tips' link. Examples provided are 'Example: planning and architecture' and 'Example: planning and architecture not urban'.

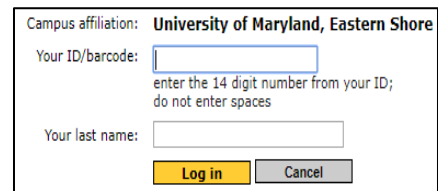
- Enter keywords, a subject, an author or title
- Results will include books, ebooks [labeled “Electronic Resources”] and government documents
- Click **find it** to check availability
- **Books**: note of the call number; book is available for checkout if status/due date says “on shelf”
- **ebooks**: click “Read full text” and enter HawkCard barcode; can download or read book online

2. Books through Inter-Campus Loan (from University System of Maryland & Affiliated Institutions or USMAI):

If you cannot find a book at UMES, click on “catalogusmaimai” to search other USMAI universities:



The screenshot shows the 'catalog.usmaimai' website. At the top, it says 'You are: Guest' and has links for 'sign in', 'end session', 'my account', 'saved items', and 'help'. Below this is a search bar with 'basic search', 'advanced search', 'recent searches', and 'results' options. A red arrow points to the 'NEW TITLES' link in the navigation bar. Below the search bar, there are links for 'CATALOG', 'JOURNALS', and 'choose campus'. A breadcrumb trail shows 'You are here: Catalog - USMAI (all campuses) > USMAI Website'. A notice states: 'Due to closures and other operational changes at many USMAI libraries as part of the response to the COVID-19 pandemic, requesting of physical materials is severely limited. Please contact your library for assistance with identifying available library materials.' The main section is titled 'Catalog Basic Search' and includes a 'type of search' dropdown (set to 'word/s anywhere') and a 'word/s to search' input field with a 'search' button and a 'tips' link. Examples provided are 'Example: planning and architecture' and 'Example: planning and architecture not urban'.



The screenshot shows a login form. It has a 'Campus affiliation' dropdown menu set to 'University of Maryland, Eastern Shore'. Below this is a 'Your ID/barcode:' label followed by a text input field with a note: 'enter the 14 digit number from your ID; do not enter spaces'. Below that is a 'Your last name:' label followed by a text input field. At the bottom are two buttons: 'Log in' (yellow) and 'Cancel' (grey).

- Enter keywords, a subject, an author or title
- Click **find it** to check availability
- **Book**: if status says “on shelf,” click **Request this item** and enter your HawkCard barcode and last name
- You will receive an email when the book is available for pickup at the library (typically takes 2-3 days)

3. Books through Inter-Library Loan (from any library in world):

If a book is not available from USMAI, search for it in the WorldCat database and request it from ILLiad. Access WorldCat from the alphabetical list of databases on the library homepage. (If you are a first-time user of ILL, you must register with ILLiad before putting through a request.)



The screenshot shows the 'FirstSearch' interface for 'WorldCat Advanced Search'. It has a search bar with a 'Search' button and a 'Clear' button. Below the search bar, there are navigation tabs: 'Home', 'Databases', 'Searching', and 'Patron Resource Sharing'. Under 'Searching', there are sub-tabs: 'Basic Search', 'Advanced Search', 'Expert Search', and 'Previous Searches'. Below the search bar, there is a 'Search in database:' dropdown menu set to 'WorldCat' and a note: '(Updated: 2017-02-15) OCLC catalog of books and other materials in libraries worldwide'. Below that is a 'Search for:' input field with a 'Keyword' dropdown menu.



The screenshot shows the 'ILLiad Logon' form. It has two input fields: 'Barcode' and 'Last Name'. Below these fields is a 'Logon to ILLiad' button.

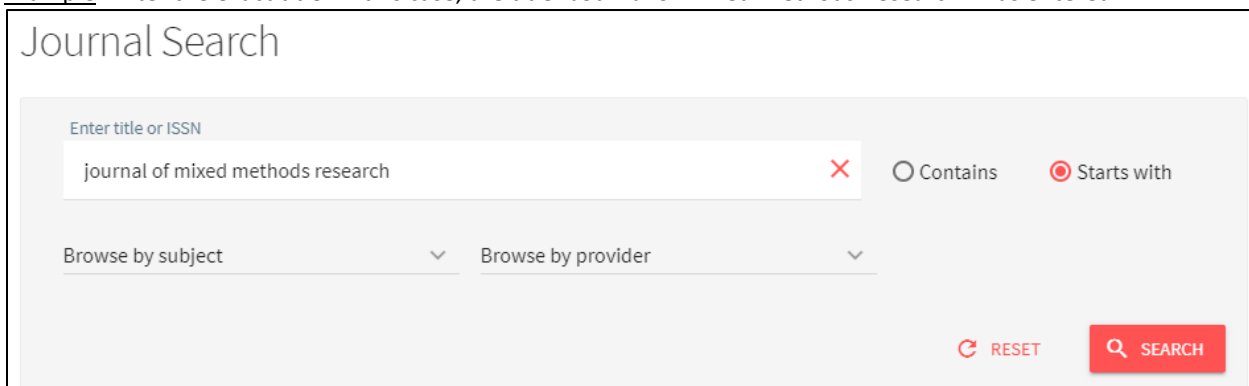
- In WorldCat, search for your item (title, author, keyword, subject)
- Request it: click on the “Full Text and other services” link (not “Borrow this item from another library”)
- Logon to ILLiad to submit request. An email will notify you when it is available (check your spam folder!)

Journal Finder:

When you know the exact title of a journal (or its ISSN), use the **Journal Finder** tool located on the “Research” tab from the top menu bar:



Example: Enter the exact title. In this case, the title “Journal of Mixed Methods Research” was entered



Search results:

- This journal is available full text from SAGE Journals Premier 2022
- Click on the link to go to the SAGE website where you can search the journal on a topic or select a desired date. Once you click on a particular article, you can print, save, or cite it in APA format



ASK A LIBRARIAN

If you have any questions on how to use the library website or specific questions regarding your research assignment, please contact us in person at the Reference Desk, by phone at **(410) 651-7937**, or email at **refuser@umes.edu**. We’re happy to help!