

LIBRARY CHEAT SHEET

I. Pathway to medical databases:

1. From the library homepage, click on Find an Article.
2. Click on Health (in the blue column)
3. You can select to search one or all of the Health databases.

TIP: Start by searching *CINAHL*

II. Basics to finding articles

1. Determine subject heading by looking it up in [CINAHL Headings](#)
2. Create a search on every subject
3. Combine searches by clicking on the Search History/Alerts tab (check > and > add > search)

III. Magazine/Journal Locator

If you want to look up a citation, use the Magazine/Journal Locator

1. From the library homepage, click on Find an Article.
2. The Magazine/Journal Locator is located in the third paragraph from the top of the page.

IV. Citing your sources

1. Add articles to your folder by clicking on the folder icon to the right of each citation.
2. When you've finished adding articles, click on the "Folder has items" link (top right).
3. Click on Print
4. Change to APA format
5. Click on Print to view citations. Click on cancel when the print box comes up on the screen.
You will have to rearrange citations so they're in alphabetical order.

V. What if we don't have the article?

Submit an interlibrary loan request.

1. From the library homepage, click on Services.
2. Click on "interlibrary loan service" link under the "Borrowing from Other Libraries" heading.
3. Fill out the form and send it. Materials usually arrive within seven to ten days.

VI. Finding Books

1. Go to the library homepage
2. Enter your search in the catalog, located in the upper-middle portion of the homepage
3. If a book/video you want is unavailable, click on "repeat search in Summit"
4. You can borrow an item for 3 weeks via Summit and renew once, for a total of a 6 week check-out.

VII. Course Reserves

1. Find the Library Quick links pull-down on the upper-right section of the library homepage

To see items that are on reserve

1. Select Find Course Reserves from the quick links pull-down
2. Enter course or instructor's name

VII. Your Library Account

1. Go to Library quick links pull-down menu from the library homepage
2. Select "your library account".
3. Here you can renew and see what Summit materials have arrived for you