



# The Steps to Finding Resources from Citations

Your Instructor has given you a list of items to find or a citation has caught your attention; follow these steps to find the resource(s).

1. According to the citation, what kind of item do you need? A book or a periodical article?
  - a. If the item is a book, go to Step #2
  - b. If the item is an article, go to Step #5
2. Use the Books & Media Search of the YC Library website (<http://www.yukoncollege.yk.ca/library> ) to find the book.
  - a. If you find the item, continue to Step #3
  - b. If you can't find the item, continue to Step #4
3. When you have found the book in the catalogue, check the status of the item...
  - a. If it is available, record the call number and find it on the shelf.
  - b. If it isn't available, ask Library Staff to place a hold on the item.
4. If the book is not in the YC Library Catalogue, check...
  - a. The Yukon Public Library and Yukon Archives catalogue at <http://www.pac.gov.yk.ca/>
    - i. If the item is in the public library, use your local library membership to borrow the item.
    - ii. If not at the public library, continue to Step #4b
  - b. The local Yukon government library catalogues at <http://www.gov.yk.ca/libraries.html>
    - i. If the item is in a local government library, request the item through interlibrary loan.
    - ii. If the item is not in a local government library, continue to Step #4c
  - c. The BC Consortium catalogue OutLook Online (See the library's homepage for the URL).
    - i. If the book is in OutLook Online, use the "request this item" button to request the item by interlibrary loan.
    - ii. If the book is not in OutLook Online, continue to Step #4d
  - d. If you can't find the book in any of the above catalogues, request the item through interlibrary loan ([http://www.yukoncollege.yk.ca/library/forms/interlibrary\\_loan\\_request](http://www.yukoncollege.yk.ca/library/forms/interlibrary_loan_request)).
5. To find an article from its citation, you will need to know these pieces of information:
  - a. Title of the periodical: \_\_\_\_\_
  - b. Volume of the periodical: \_\_\_\_\_
  - c. Issue of the periodical: \_\_\_\_\_
  - d. Page(s) of the article: \_\_\_\_\_

6. Search LjL, the Library Journals Library, online ([http://www.yukoncollege.yk.ca/library/pages/library\\_journals\\_list](http://www.yukoncollege.yk.ca/library/pages/library_journals_list) ).
  - a. If the periodical is held in the library on the shelves, check to see if the volume and issue you need is listed...
    - i. If the volume and issue you need is listed, find it on the shelf.
    - ii. If the volume and issue you need is not listed, continue to Step #6b
  - b. If the periodical is held in one of the library's databases, check to see if the volume and issue you need is listed as full-text...
    - i. If the volume and issue you need is listed as full-text and you are on a College computer, click on the link to go directly into the database. Browse to the volume and issue you need to retrieve the required article.
    - ii. If the volume and issue you need is listed as full-text and you are not on a College computer (most likely you are at home), record which database contains the required journal and click on the Databases from Home link on the Library website to login to the off-campus library services.
      1. Then, from the list of available resources on the Remote Patron Resources page, select the one that you recorded earlier as having the required journal.
      2. Once in the required database, click on the link that will take you to the list of publications (it may be a tab or an item listed in the menu).
      3. Once you have entered the section of the database with the listing of the journals, search for the title of your required periodical
      4. Once you find your required periodical, browse to the required volume and issue to find the article that you require.
    - iii. If the volume and issue is not listed as full-text, continue to Step #7
  - c. If the periodical is not listed anywhere in LjL, continue to Step #7
7. Check the ELN Serials collection in OutLook Online, the catalogue for the BC/Yukon library consortium.
  - a. To search only the ELN Serials Collection, when on the OutLook Online homepage, select the ELN Serials catalogue by clicking the checkbox to the left of "ELN Serials."
    - i. If the journal is in ELN Serials, go to the record for the journal and click the "request this item" button to make an interlibrary loan request. Make sure to include all of the bibliographic information that you know about the article, particularly the pieces of information listed in Step #5.
    - ii. If the journal is not listed in ELN Serials, continue to Step #8
8. If at any time you are struggling to find the required book or periodical article, fill the ILL request form available on [http://www.yukoncollege.yk.ca/library/forms/interlibrary\\_loan\\_request](http://www.yukoncollege.yk.ca/library/forms/interlibrary_loan_request) .
9. If you need further help, ask the Library Staff for assistance.