Welcome to SFASU and the Steen Library!

This handout is a guide for you. If at any time you have a question, please feel free to call or e-mail your Liaison Librarian—Shannon Bowman, office phone: 936-468-1528, e-mail: bowmansl1@sfasu.edu.

First, we must confess to you that the Steen Library does not have everything you will ever need, in terms of books, journal articles, reports, etc. To assist you when we do not have a resource that you need, there is **Interlibrary Loan (ILL)**. To use this service:

1. Go to the Steen Library home page.
2. Click on Quick Links.
3. Click on Interlibrary Loan (ILL).
4. Enter your mySFA Username and Password in the boxes. If that does not work, click on Create Account.
5. Put the requested information in the boxes, and click Create.

Some helpful features on the **Library home page** are the Search Boxes and the Quick Links!
Use the **Research** tab at the top of the Library Home Page to locate the Research Guides. These guides, designed by the Liaison Librarians, assist the user in locating the best resources for that subject area.

![Research Guides](image)

Begin the search process with SteenFind, and then use the databases listed on the Research Guide!!

Be sure and check these two databases out as you begin the process and delve further into your topic. They are both located on the Forestry & Agriculture Research Guide.

**TWO FAVORITE DATABASES**

**Of Graduate Students Everywhere:**

![Database Images](image)

Okay, now you know how to get to the places with the search boxes (SteenFind, databases). Before you begin, you have to create a **search strategy**.

1. Put your research topic in the form of a question or statement. If it is a question, the paper will answer it. If it is a statement, the paper should support it.

2. Mark the keywords in the question or statement on your topic.

3. Use these keywords to create a search strategy to find information on your topic. Use the Boolean operators (AND, OR, NOT) to combine the keywords. You could add keywords and “nest” them in parenthesis using the Boolean operator OR, if there are synonyms for a word.
As you begin the process, if you are not clear on your topic, it may help to get an overview. One of the best ways to do that is a plain Google search or search on Wikipedia. You are not to cite an Internet source or a Wikipedia page, but to get you started and begin the process—YES! Also, talk to the professors. Most of them have specific research interests; find out what they are.

Once you begin to pull together materials, do not forget to check the list of references that each author uses. No one writes research articles without citing others. Be sure to use what you find to locate other good sources!

**How do I find an article when I have the citation?**

With your citation in hand (including journal title, date, volume, page numbers, article title, and author), follow the instructions below:

1. Use the Search Box on the library homepage (https://library.sfasu.edu/).
2. From the drop-down menu, select Journals@Steen.
3. Enter the journal title (not the article title) into the search box, and click Search.

4. If you searched a one-word journal title, there may be many matches. Change the pull-down menu on the next screen to “Title equals” and search it a second time.

5. On the list retrieved, find the exact journal title you need. The list is in alphabetical order.

6. Below the journal title, review the list of databases.
7. Compare the date you need, in the citation you have, with the dates listed with each database/publisher.
8. Choose the database or publisher that matches the date you need.
9. Follow the link to the appropriate database or journal. Then, select the year or volume needed. Next, look for the article title or page numbers you need.
10. If there is not an electronic match for your journal title and date, maybe the Steen Library has it in print.
   a. Look for a link that says “in Stephen F. Austin State University's Print Holdings.”
   b. Follow this link into the catalog, and look at the dates of our holdings.
   c. If we have the year you need, note the call number and retrieve the journal. Current and older issues of the print journals are on the 3rd or 4th floor depending on the first letter of the call number: A-N 4th; P-Z 3rd

11. **The library does not have every article cited in every database.** If you really need the article, and we do not have it, use Interlibrary Loan. Register with our interlibrary loan system and request the article you need. Allow about a week for delivery of Interlibrary Loan articles.

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