Begin at the Thompson Library home page:

www.umflint.edu/library

To find scholarly ARTICLES:

From the “Please select a subject” popup menu under Search by Subject, choose the most appropriate subject for your topic and click Go.

The resulting page displays a list of indexes and databases, all of which should be helpful for your topic.

These databases are listed in alphabetical order, so read the descriptions or talk to a librarian for more guidance on which ones will be most useful.

Many databases include full text of some or all of the articles that they index. If you do not see the full text (either PDF or HTML) of an article, click the link “Find Full Text” to see if the library has the full text of the article in another database.

To find BOOKS and MEDIA items:

Type keywords into the General Search box. These can be words that describe your topic, or words from the title of a book, or an author’s name. Write down the Call Number (displayed below and to the right of the title) for a book you want to find on the shelf. Call numbers that begin with A through N will be located on the 2nd floor of the library; call numbers that begin with P through Z will be on the 1st floor.

Some books are available electronically; these will not have a call number, and the Status will display a link that says: “See holdings”. Click that link to open the book. These books can be read on a computer, or you can print up to 60 pages at a time (click “Info Tools” to print).

Always ask for help:

If you are not finding information that you feel MUST be out there, talk to a librarian. 810-762-3408 or email reference@umflint.edu or IM umflibrarian.
Mirlyn is the online catalog for the University of Michigan Library system. This includes University of Michigan-Flint, University of Michigan University Library, the Bentley Historical Library, the William S. Clements Library, and the University of Michigan Transportation Research Institute (Ann Arbor).

Search options for Mirlyn
The homepage for Thompson Library takes you to Mirlyn Advanced Search if you click the link. This page allows you to narrow your search based on a variety of options.

If you would like to search Basic Search, there is a link at the top of the page to Basic Search. Basic Search is similar to a search engine where there is simply a search box, a dropdown menu allowing you to specify what kind of information you have entered (i.e. author, title, keyword) and a “find” button.
Examining records in Mirlyn
When you do a search, you will get a list of results with the basic holdings information displayed on the results screen. You can see directly from the results page if a book is currently available.

The results page will tell you several things. It will list the title, author, year of publication, format, location, status, and call number.

It also provides related search term links, called “facets,” along the left hand side of the screen, which are the best way to refine or narrow your search. In this example you can see that there are options to limit based on subject, academic discipline, and format. You could, for example, chose Visual Material (VHS) from format and limit your results from 27 to 2.

If you would like additional information about the item you can click on the title and it will bring up a web page allowing access to complete information on the item. This page will have tabs that will provide more detailed information including ISBN, description, Library of Congress Subject Headings, number of pages, etc. If you are logged into Mirlyn already, you may also see a “Get this” button, which will allow you to request that items from elsewhere in the University of Michigan Library system be delivered to the Thompson Library.
How to place a “Get this” request
In order to use “Get this”, you must first login to Mirlyn by clicking “Login” on the upper right hand side of the screen. Once you are logged in you will see your account and a logout option. When you conduct searches you will now see a “Get this” button when you click a title to bring up the full record.

If you click this button you will go to the “Get this” screen where it will ask you to select a pickup location from a dropdown menu. Unless you live near Ann Arbor, you will select UM Flint. It also has an area for “date not needed”. This date represents the date after which your request will be dropped out of the system. So for example, if you are requesting a book that is checked out and due back on April 15th, and you select April 30th as the date not needed; if the book is returned before April 30th your request will be filled. If however, the person who has the book keeps it until after April 30th, your request will have dropped out of the system and your request will not be filled. It is generally fine to keep the default date for this area.

Search hints for Mirlyn

- You can put an exact phrase in quotes so that Mirlyn knows to search for those words together in the order that they appear in the quotes. This will help eliminate results where only one of the desired words appears or where the words appear out of that order.
- Mirlyn is not case sensitive.
- Use Boolean operators (AND, OR & NOT) to narrow or expand your results.
  - Use **AND** when you want to combine two different search terms into your search. This will help narrow your search by only bringing up results where both words appear. (e.g. poverty AND crime)
Use **OR** when you want to search for two similar words at the same time (e.g. global warming OR climate change). Using OR will expand your results by including results with either or both terms.

Use **NOT** when you want to exclude a word from your search. This will narrow your search by excluding terms that are irrelevant to your topic. (e.g. cats NOT dogs)

- You can use a “+” to indicate words that MUST be found in the record and a “−” to indicate words that should not appear in the record.

**New features of Mirlyn**
- User tagging
- Export to Refworks and Endnote
- Faceted search
- Spelling suggestions (limited)
- Status view from main page (i.e. whether the book is on the shelf or has been checked out)

You may have seen the link to Mirlyn Classic. Mirlyn Classic was our main catalog before the introduction of Mirlyn. It will still be available and has several unique features that you may want to occasionally use.

**When should you use Mirlyn Classic?**
You should use Mirlyn Classic when you have a very specific or a very complex search. You should also use Mirlyn Classic to access Course Reserves. There is no way to browse an alphabetical list in Mirlyn, or to browse an ordered list by call number. To do this type of browsing you will need to use Mirlyn Classic.

**When should you use Mirlyn?**
You should use Mirlyn when you want a wide variety of results or if you want to do a faceted search.

**How is Mirlyn different from Mirlyn Classic?**
Mirlyn provides a search experience that is similar to search engines with many resources being retrieved and ranked according to relevance. Titles can be narrowed through facets on the side of the page.
Advantages of Using ProQuest

- Includes a business index (ABI/INFORM), a health care index (ProQuest Nursing and Allied Health Source), and a research index that covers a broad range of subject areas.
- Includes over 6000 searchable magazines and journals; the full text of most articles is included.
- Automatically suggests additional topics to help guide searching.

Accessing and Using ProQuest

1. From the library’s home page (www.umflint.edu/library), click the link Databases: Indexes & Full Text Articles in the left margin.
2. On the resulting page, click on the link ProQuest from the list under Select Database Services, towards the left margin. This will open up the Advanced Search page in ProQuest.
3. Enter one term per blank (e.g., reality tv is one term, though it is two words).
4. Use Boolean operators (AND, OR) in the pop-up menus on the left to combine terms.

Note:
- ProQuest will automatically search for your terms in the citation and the abstract of the articles in the database. For most searches, this is appropriate. To change this (e.g. to search for an author) click the drop down menu arrow next to “Citation and Abstract” and select alternate fields to search.
- Database: ALL databases (except historical databases) will be searched simultaneously unless specific databases are selected.
- Date range: ALL dates will be searched unless a date range is specified.
- Limit results: Articles retrieved can be limited to those for which the full text is available, or to those that are scholarly or peer-reviewed.
5. Click Search; results will display in reverse chronological order; the icons for available formats will display below the record entry. Available formats are as follows:

- Abstract
- Full text
- Text+Graphics
- PDF-Full Text
- Link to full text

Click on the icon for the format you wish to view. The “PDF-Full Text” version will look like the original printed copy of the article. All available formats may be saved, emailed, or printed.

6. If there is not a link to the full text of an article in ProQuest, click "Find full text" or "Link to full text" to find out if Thompson Library has the article in another online database or as a printed journal on the library shelves.

Tips

- Look at “Suggested Topics” (displayed at the top of your results list) for optional terms to use for your topic
- Click “More Search Options” tab at the bottom of the display to browse and search for specific details like a person’s name, a location, a company name, or the title of a publication.