Search Strategies of the Week: Free Textbooks and Get It Services

FREE Textbooks!
Outraged by the ridiculous price of textbooks through the COOP? So are we. Here are some ways to get access to textbooks for free or for greatly discounted prices!

1. Check them out on reserve at one of the Harvard libraries (typically at Lamont). Sometimes they're even digitized and you don’t even have to check it out in hard copy!
2. Check it out even if it's not on reserve or we don’t have it. Use Borrow Direct or Interlibrary Loan Get It services to have it delivered to you from another library.
3. See if you can check it out at the Cambridge Public Library
4. Find it in the used books section of the Harvard Book Store (located in the basement).
5. Buy the book, temporarily, from the COOP while you order a used version from Amazon and wait for it to arrive. Then return it back to the COOP after you’ve received your used copy. This way you have the book during shopping week but don’t have to cough up all the money!

“Get It” Services
Want to check out a source that Harvard doesn’t have or is currently checked out by someone else? Use “Get it” services to get it from another location!

- **Borrow Direct** will have the source brought to the library of your choice within 4 business days.
- **Interlibrary Loan** will get it to you within 1-2 weeks.
- **Harvard Direct** and requesting books from the Harvard Depository will have the requested source delivered to the library of your choice within 1 business day - if you don’t want to go all the way to Countway to check out a book, have it delivered to Widener, and if a book is in the depository, it can be wherever you want it to be in just a day.
- **Scan and Deliver** allows you to request single chapters or articles from books and journals rather than having to check out the entire thing - these are emailed to you directly.

All these services can be accessed by visiting the “Research Support” tab on the harvard library portal page.

Visit projects.iq.harvard.edu/prf to access the online, hyperlinked version of this handout!

Search Strategies of the Week: Booleans and Truncation

**Booleans** can help you narrow or broaden your search results. The most common Booleans are **AND**, **OR**, and **NOT**.

**AND** narrows your search by only displaying sources with both search terms. E.g. a search for “ghost AND witch” will bring results that have both terms:

**OR** will broaden your search by providing sources that have either term:

**NOT** helps you filter out unwanted results by providing sources with one term, not the other:

**Truncation** is a technique that will help you easily search for multiple versions of one word in your search. For example, say you want to search for articles about “childhood memory retrieval.” You might want to search for a source that could have any of the following words:

- child, children, childhood

Rather than typing out “child” OR “children” OR “childhood”, you can use an asterisk to include all variants of a word stem. In this case, you would type child* into the search bar.

You can also stick the asterisk in the middle of the word to get all variations within the beginning and ending letters. For example, col*r will find sources including the words:

- color, colour, colander, etc.

Here is a [useful handout](#) from the University of New Orleans. You can [watch this video](#) made by one of your PRFs!

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LHOP Mentor Librarian

Requirements:
• Must be exempt library staff
• Must be willing to commit to role in program for at least one academic year (Fall 2016-Spring 2017)

Essential skills/qualities:
• In-depth knowledge of HOLLIS, HOLLIS Classic, and e-resources
• Familiarity with Harvard-wide library services
• Experience teaching information literacy concepts
• Enthusiasm for teaching and mentoring students
• Collaborative; innovative
• Flexible
• Enjoys fostering creative potential in students
• Ability to guide and help structure students’ work
• Patient
• Interest in working with undergraduates

Time Commitment:
• 2-3 hours per week Summer 2015 for training (will vary, depending on how much training needed)
• 5-6 hours per week during PRF training periods
• 2-3 hours per week after PRF training ends

For questions about the role, please contact Ramona Islam (rlislam@fas.harvard.edu) or Anna Esty (aesty@fas.harvard.edu).

Deadline to apply: February 12th, 2016
Apply! http://tinyurl.com/LHOPMentorLibrarian