**Summon . . .**

... is a new discovery tool that allows you to search most everything the Trident University Library has access to through one simple search box. It includes:

- articles from online journals, magazines and newspapers
- electronic books
- digital repositories from universities, museums, and open-access archives around the world

... discovers and delivers academic content to your desktop. Results from Summon include only materials that have been reviewed and selected for academic libraries. When searching Summon, you are more likely to retrieve credible, authoritative, and suitable resources for your academic work.

... solves the problem of not knowing where to start. It retrieves material of all different kinds (books, articles, films, government documents, etc.) on your topic and ranks the results according to relevancy for easy browsing. Unlike Google, you can also limit your results in many ways.

**Keep in mind ...**

Summon searches most but not all of the Library’s materials. Some database content may not be included. In-depth or comprehensive research is better done in specific databases.

**What Summon looks like**

When you search, you might notice that Summon...

- is similar to Google in that it provides a single search box and will ask "Did You Mean" if you misspell a word
- is better than Google in that you can sort, rank, and refine your results; results that come from reliable library sources
- has a built-in citation feature to help you cite your sources in the right style

Look below for examples of Summon results pages and some of the features mentioned above:
What a Typical Results Page Looks Like

When You Save Your Results

- Limit your search here. For example, if you want to look at books, click Book/eBook.
- To retrieve the full text of this article, click here.
- To save information about this article, click here.

You can format your saved records in APA style here. ALWAYS check your references for accuracy.

Print or Email your references here. You can also link to the full text of the article here.

Your records will be saved only UNTIL you leave Summon. Make sure to either print or Email BEFORE you close Summon.
When and when not to use **Summon**:  

Use *Summon*...  

- as an alternative to Google - easy searching but with more credible results, including library-approved web sites  
- when you are first starting your research  
- to see how much information is available on your topic  
- to discover the different types of resources the library has available on your topic  
- to quickly browse available resources  

Though *Summon* can do many things, there are currently some instances when *Summon* is not the best resource to use, like:  

- when you need to use highly controlled vocabulary or search terms;  
- when you are searching for historical newspaper articles;  
- when you are looking for country, company and industry reports, typically found in business databases; and  
- when you are looking for legal research, specifically legal journal titles, case reports and legislation.  

**FAQs**  

- **What is Summon?**  
  *Summon* is a discovery tool that provides a single starting point to find and access the majority of the TUI Library’s resources — including books, ebooks, scholarly journals and articles, newspaper articles, dissertations and theses, maps, manuscripts, digitized items, and more.  
  Enter your keywords into the single search box to begin finding resources. Use the options on the left sidebar to refine your search.  

- **How is Summon different from Google Scholar?**  
  *Summon* and *Google Scholar* both let you quickly search across a massive index of scholarly information. While they may provide access to overlapping content, some content that is findable in one is not findable in the other. The advantage of *Summon* is its tie to TUI Library’s resources.  

- **What publishers and journal titles are available in Summon?**  
  To date, *Summon content* comes from more than 6,800 publishers and 94,000 journal and periodical titles. Blackwell, Gale, LexisNexis Academic, Sage, Springer, Emerald, ProQuest, Taylor & Francis, IEEE, and Project Muse are just some of the major content providers included.  

- **How frequently is Summon updated?**  
  *Summon* is constantly changing. Content is updated frequently and enhancements are released every two weeks.
When should I avoid using Summon?
At this point, we know you should not use Summon in the following circumstances:

- when you need to use highly controlled vocabulary or search terms;
- when you are searching for historical newspaper articles;
- when you are looking for country, company and industry reports, typically found in business databases; and
- when you are looking for legal research, specifically legal journal titles, case reports and legislation.

Searching

- I couldn't find any relevant resources. What should I do?
  If you aren't finding what you are looking for in Summon, you may need to search one of Trident's subject-specific databases to identify relevant resources. See Additional Resources for more information on the range of tools available for your use.
  If you are unable to locate relevant resources, or would just like some assistance in searching, please contact library@trident.edu.

- Can I retrieve online (digital) images, sound recordings, or video in Summon?
  You will retrieve only a small number of these items available to you online. This limit is primarily for text-based resources, not for online images, sound recordings, or videos.

- How do I locate a journal title I want to browse?
  By going to FIND A JOURNAL BY NAME on the front page of MyTLC. This search (which is outside of Summon) will tell you if the Library subscribes to a particular journal title.

- All I want to find is books. How can I do this?
  After doing a search, check the Books/ebooks box under Content Type. This will show you only the available books that match your search.

- How can I email or export records from Summon?
  On the right side of each item in your search results is an icon with a plus sign on it. Click there and that record will be saved into a temporary folder. To view saved records, click the Saved Items link at the bottom of the screen.

- How long do the saved items stay in the folder?
  Any saved items will only be available for the duration of your search session.

- Can I search Summon with my mobile phone?
  Yes. The following phones should support Summon searching: iPhone 2.0+, BlackBerry 8500+, and Android 1.0+.

- What should I do if I'm having problems with Summon?
  Please send an email to: library@trident.edu.