

***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

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.

When You Save Your Results

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.