Introduction
Summon is a Google-like search with access to both subscription-based and freely-accessible materials, including articles, books, and other resources available through the NWC Library.

Summon 101
This library instruction is an introduction to searching using the Summon Power Search. Please jump in and start searching, and don’t hesitate to come and see us in the NWC Learning Commons with questions.

1. Locating Summon on the NWC library homepage
Access Summon by entering the NWC Learning Commons from the Naval War College homepage.
2: Basic Searching
Do a basic search in the default search box that is centrally located on the Learning Commons webpage.

A basic search is likely to return a large number of results. Customize the basic search results using options from the left side of the results screen.
3. Advanced search
The advanced search is available from the full Summon platform when you click the yellow search button. With advanced searching, the limiters and customization are selected before the search begins.

After entering the full Summon platform screen, the advanced search is a drop-down to the right of the center section.
Advanced Searching Continued...

The advanced search form is customized with drop down menus and selections.

- Select a search field
- Choose multiple types of content
- Limit item types
- Boolean operators
- Scroll for content type
- See results beyond NWC
4. Search results
Sort search results by relevance or date.

The initial search results show general information about the items listed and provides background information about the topic.
5. Citing & emailing

*Summon* makes it easy to email a document link, save a citation, or learn to manage references with *RefWorks*.

When you click into the citation icon, use the drop down menu to select the Chicago/Turabian format. Copy and paste the citation into a working file.
6. The Temporary Folder
The temporary folder icon holds the link in the temp folder for the duration of the search session only. If you are logged into your personal account, your items go into a RefWorks file.

From the temporary folder, email the citation or export the data into RefWorks.
7. RefWorks

RefWorks is a tool that collects descriptive information necessary for populating footnotes and bibliographies. RefWorks is integrated with Summon. From a networked computer or an authenticated Blackboard account, register for a free personal account in RefWorks using your USNWC email and a password of your choosing. Items in the temporary folder can then be saved into RefWorks.

Login to RefWorks or begin by creating your account

Create your personal RefWorks account using your USNWC email and a password of your own choosing
8. Results from outside NWC Library collections.

*Summon* offers the option to search beyond the NWC Library resources. Results may include Internet materials such as reports and government documents; and will also include book titles and journal articles that are held in other library collections.

Select or de-select the option for to see results from outside the NWC collections.

9. Interlibrary Loan from *Summon*.

If an item is the citation only, there may be an embedded option for an Interlibrary Loan from another institution.

Click into the title for ILL options.

**Food security**


Permalink

Reference: Citation Online

Item is citation only
Interlibrary Loan Continued...
If you don’t see this interlibrary loan form, speak to a librarian.

Book: The Politics of Development: A Survey
Date: 01/01/2014

Sorry, this item is not available online. Please use options below to get it:

Request via Interlibrary Loan

The keytag number is required on the interlibrary loan form

Get a keytag from the circulation desk

The Interlibrary loan form will self-populate with the item information
10. Digging deeper

*Summon* is a very powerful tool, but it searches only 80% of the NWC Library’s resources. The library’s homepage features additional resources from which *Summon* draws data. For further access to any of these sources, search them directly.

The **Classic Catalog**

The classic catalog is the primary holding for book titles. The classic catalog supports *Summon*, and *Summon* draws book and eBook titles from the classic catalog. With an advanced search in *Summon*, you can search only book titles from the classic catalog, or you can search it directly.

**Search Journals**

When you have a citation and need to know if the NWC has access to that specific journal, search for the journal by title in the journals portal.

**Databases A-Z**

The Naval War College subscribes to an extensive list of individual databases. The reference librarians are available for consultation regarding selection and navigation of the databases. There are instruction materials available and instruction sessions are scheduled each trimester.
Tips & Takeaways
1: Create a personal user account for RefWorks in Summon and begin saving citations in your account. Just dive in, the reference librarians will have instruction sessions and can give you instructional materials.
2: Get a keytag from the circulation staff. You will need it to request interlibrary loans for items that the NWC library doesn’t have in the collections.
3: Keep an eye on the library instruction schedule at the beginning of the trimester.
4: Don’t hesitate to talk to a reference librarian. Email us or stop by the service desk.

For further assistance, feel free to contact the NWC Library at:
Reference Branch  libref@usnwc.edu
Circulation Desk  circdesk@usnwc.edu