1) The NWC Library Homepage
Take a moment to learn how to navigate the library’s online environment. We will keep you updated on scheduled sessions with the library staff for in-depth instruction on specific resources.

From The Naval War College Website: www.usnwc.edu

https://www.usnwc.edu/Learning-commons
2: Finding the Research Guides (aka LibGuides)
Portals built by NWC librarians act as introductory and in-depth navigation tools for the research process. Search the LibGuides list using keywords such as help, circulation, research, and distance education for introductory instruction.

On the Help LibGuide, click into the Research Help tab to find tutorials on using the library resources.
3) **Summon Power Search**  
*Summon* is a powerful Web-scale discovery tool. It is actually an Internet search engine, drawing material from the *Classic Catalog* and about 80 percent of the databases that the library subscribes to. You can do basic and advanced searches in *Summon.*

https://www.usnwc.edu/Learning-commons

To learn how to use *Summon Power Search*, listen to the video, *Basic Searching in the Library*, on the [Help LibGuide](#). There is also a tutorial PDF titled *Summon Power Search Introduction*.

4: **The Classic Catalog**  
Use *Classic Catalog* to search for books and eBooks available in our collections. Book titles and locations are included in search results in *Summon*.
5: Interlibrary Loan (ILL)

If the NWC library does not have a specific book, journal article, or report that you are looking for, you can request the item on interlibrary loan (ILL). The ILL form is found on the toolbar in the Classic Catalog.

ILL

Fill out the ILL form with as much citation information as possible so that the library can obtain the item on loan for you.

Direct ILL From A Database
From an individual database, you may be directed to the ILL form with this request button.

Keytag number
A library keytag number is required to request an ILL. Ask for your keytag at the circulation desk.
6: Databases A-Z
The NWC Library has subscriptions to databases offering journal articles, electronic books, news, legal materials, archival documents, and country information. Journal articles obtained by searching academic databases are reviewed by subject experts (peer-reviewed). Materials found in these proprietary databases offer authoritative support for the curriculum at NWC. Instruction materials are available on the Help LibGuide, and the Reference Librarians offer sessions on specific resources from the Databases A-Z list throughout the academic year.

7: Search Journals
To find out if the NWC Library has access to a particular journal or newspaper, search for that journal or paper by title in the “search journals” portal.

Type the name of a journal or newspaper to see if NWC Library has coverage.

Speak to a librarian, or request an ILL for materials that you cannot find.
8: RefWorks

RefWorks is an online citation management platform that gathers, stores, and generates citations for bibliographies in different output styles. Establish your personal user account on RefWorks via RefWorks ProQuest. https://refworks.proquest.com

8: The Chicago Manual of Style

The Chicago style of citation is the preferred guide for citation style at the Naval War College. Find the Chicago Manual of Style Online in the Databases A-Z list.

Tips and Takeaways

Search for peer-reviewed literature and other substantial research materials in the NWC’s selected databases found on the Database A-Z list.

Summon Power Search is a powerful Web-based discovery tool that searches a large percentage of the library’s databases and the Classic Book Catalog.

Create a personal user account in RefWorks to store citations and create a bibliography.

An index of instruction materials can be found on the Help LibGuide at: https://usnwc.libguides.com/c.php?g=86609&p=1026022

Contact a Reference and Instruction Librarian: libref@usnwc.edu