

# LIBRARY SERVICES



Kiefer Library  
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P.O. BOX 69, Greeley, CO 80632  
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Ft. Lupton  
206 College Ave. Ft. Lupton, CO 80621  
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## Databases & Article Search

### Using Facts on File

#### What is Facts on File?

Facts on File contains full-text newspaper articles, biographies, maps, historical documents and the World Almanac. It is one of the main databases to use to locate newspaper articles.

#### On Campus Access

- Go to the library home page at <http://www.aims.edu/kieferlibrary/index.html>
- Click on **Databases & Article Search**.
- Click on **Complete List of Databases**.
- Scroll down to **Facts on File**.
- Click on **Facts on File**.

#### Off Campus Access

- Go to the library home page at <http://www.aims.edu/kieferlibrary/index.html>
- Go to **Off Campus Access** on the left side of the screen.
- Type in your Web Services username and password.
- Click on **Facts on File**.

#### Finding a Topic

- **Issues & Controversies** database is useful for persuasive papers and papers that must examine a contemporary social issue. Click on the tab at the top of the page.
- **Need at Research Topic?** Click on the link on the top right side of the screen to view selected articles covering major topics.

#### Finding Articles

- Type your search terms in the **Search** box.
- Click **Search**.
- Click on an article title from the list. You can copy from the article into a MS Word document, print the article, or email the text to yourself.
- Limit your results by:
  - clicking the check box next to those databases you wish to search.
  - clicking the drop-down boxes under the **Optional Date Range** and entering the dates that you want to limit your search to. Only those articles written during that time span or dealing with events in that time span will be listed.