

MURRELL MEMORIAL LIBRARY

**Search Guide:
Using the Library's
Online Resources to
Find Journal Articles
(Example search: EBSCOhost)**

SEARCH GUIDE: USING THE LIBRARY'S ONLINE RESOURCES TO FIND JOURNAL ARTICLES

Murrell Library has purchased subscriptions to over 40 excellent Online Resources (also known as Electronic Databases) containing thousands of full-text journal articles and abstracts that cover many subject areas. They are available via the Online Resources link found on the Library web page at www.moval.edu/library1. These online resources are for MVC students, faculty, and staff to use for academic enrichment. Commuters may access some of the Library's major online resources from home using password information available from the library staff.

Journal and magazine articles may be found in print, in microform, or in the library's Online Resources. Search options are listed below.

To begin your research on a specific topic you may choose one of the following methods:

- A. **Search within individual Online Resources.** Step-by-step instructions for an example search in EBSCOHost can be seen on pages 4-5 of this search guide.
- B. **Search by journal title or subject in the online *List of Full Text Journals* (on-campus access only; use Quest if off-campus.)**

A. Searching the Online Resources Individually:

- Begin by going to the <http://www.moval.edu> web site.
- Click the ***Library link*** on the left side of the page
- NOTE: You may also use the direct URL address for the Library: <http://www.moval.edu/library1>
- ***Click the link for Online Resources.***
- Click the link for either **On Campus Access** or **Commuter Access (off-campus students)**.
- After clicking one of these access links, you will see the list of Online Resources that are available, including descriptions of the contents of each Online Resource.

If you find a journal abstract or citation that interests you in one of the Online Resources, use the link within the online resource to find the location of the full text version in the Library's collection, or refer to the List of Full Text Journals on the Library's web page (on-campus access only; use Quest if off-campus.)

Interlibrary Loan:

If your search brings up a journal article that is not available as full text within the Murrell Library Collection, you may request the article through MVC's Interlibrary Loan program (usually at no cost for MVC students, faculty and staff). Interlibrary Loan instructions on the library's web page at <http://www.moval.edu/library1> provide information on how to request an Interlibrary Loan journal article either by completing an online form or a printed form; you may also ask library staff to help you at any time. When planning your research reading, please allow at least one week for the copy of the article to arrive.

B. The Library's List of Full Text Journals:

If you already know the title of the journal you want or want to browse subjects for ideas, use the *List of Full Text Journals* which is available on the Library's webpage at www.moval.edu/library1 (*The List of Full Text Journals* can be accessed from on-campus computers only. Off-campus commuters will need to check the online Quest catalog to see which journals the library has.)

The *List of Full Text Journals* offers the following:

- Shows all the full text journals available in our library collection,
- Indicates the form in which the journal material is available (e.g., print, microform, Online Resource),
- Allows you to link directly into Online Resources by journal title or subject,
- Tells you where to find print materials in the library.

If you know the name of the Journal you want to find:

Click the *Titles Tab* in the *List of Full Text Journals* and enter the title of the journal in the Find box to see if the Library has the specific journal you want.

- If the journal is available in an Online Resource: select one of the links below the journal name to begin searching for articles within in the journal you selected.
- If the journal is available in print: write down the call number listed and go to the library to find the print journal. Education-related magazines and journals are located in the Teacher Ed. Library. Magazines and journals covering other subjects are located on the second floor of the Main Library in the Periodical Room.
- If the journal is available in microform: Ask a librarian to show you how to search the microform cabinet and use the microfiche/microfilm machine, located in the Multimedia Room of the Main Library (second floor).

If you want ideas for a topic:

1. Click the *Subjects Tab* in the *List of Full Text Journals*.
2. Click on the drop-down menu to view a broad list of subjects.
3. Select the subject you are interested in and a sub-list appears with more specific subject areas from which to choose.
4. Select a specific subject area and a list of subject-specific journals will show on the screen.
Under each subject-specific journal are links to the Online Resources.
5. Click on one of the Online Resource links. The Online Resource will open and, on the right side of the screen, there will be a list of the journal issue dates available for searching.
6. Click on a journal issue date to see the article titles and full-text options.

EXAMPLE: ONLINE RESOURCE SEARCH INSTRUCTIONS

Below are instructions for accessing the EBSCO online resource. This online resource contains multiple resource databases that may be searched together or individually. Most of the other online resources have similar search options.

SEARCHING EBSCO

1. Click on **EBSCO link** on Murrell Library web page
2. Click on **EBSCO Databases**
3. You may search EBSCO's online resource databases individually or at the same time by the checking (or unchecking) the boxes of the databases that you are interested in. The major databases will be searched automatically (the boxes for these databases have already been check-marked) but, you can also check the boxes of any additional databases for your search. After you have made your choices, click the **Continue** button in the left corner.
4. At the top of the page, in the **Find** box, type in a phrase or word, such as: **extinction**

Note: You may click on the blue question mark “ ? “ next to the Find box for help or search tips.

If you wish, you may limit your search (but you don't have to initially):

5. Below the Find Box is the **Limit Your Results** section and you may choose the box for **Full Text** articles only.
6. In the **Published Date** area, select *month/year to month/year* as seen in this example:

Jan 1999 to Aug 2002 (*this limits the search from January 1999 to August 2002*)

7. Click the **gray Search** button (*located next to the search word you typed*)
8. A **Results List** of article citations meeting your search criteria will appear. The total number of articles resulting from your search will appear at the top of the results list, on the left side of the screen.
To move from one page of results to the next, click on the blue links for page numbers at the top of the list.

Note: You may click on the blue **Preferences** link at the top right-hand corner of the page to customize the display of the search results on your screen.

9. **To read the articles/citations** that you are interested in, click the blue ***Full Text*** link under the citation (this brings up the full citation) or click on the Title of the article.

10. **Citations/Abstracts:** If there is no Full Text link, then click the title of the article to read the citation/abstract. If you decide you want to read the full article, check the *Library's List of Full Text Journals* (refer to page 1 of this document.) If we do not have the journal you need in our collection, then refer to the instructions for requesting the article through Interlibrary Loan, or ask a Library Staff member for help.

11. **To Print, E-Mail or Save an individual article:** After you have clicked either the blue ***Full Text, HTML, or PDF*** link, and the full article is showing on the screen, you may click on the blue links at the top of the article to ***Print*** the article, ***E-mail*** the article, or ***Save*** the article to a CD or flash drive. After clicking the button, follow the instructions on the screen to print or e-mail the article, or save the citation file to a CD or flash drive. **NOTE:** Saving to a disk may only permit you to view the citation (the Full Text version may not be accessible unless you are within the database. So, the best options may be to print or e-mail the full text article to yourself.

12. To ***Add the article to a Folder*** to read later on, click the blue ***Add*** link in the far right column, next to the name of the article.

Note: when you log off the computer, citations added to the Folder will **not** remain in your **Folder**; you must **Print, E-mail or Save** the citations if you think you might want to use them later.