The following will provide you with a review of the tools available to you via the library’s website that can help you to locate articles and ebooks and details on how to get help from a Nash Library and Student Learning Commons Staff.
Objectives

01 Locate needed tools and resources via the library website
02 Use advanced searching techniques within databases
03 Locate available full text items within library databases
04 Understand available Inter-Library Loan Services
05 Locate librarian contact information for additional help.
06 Access Writing & Research Center online appointment tool
Contents

The following slides will contain information presented according to the following outline.

- Website & Resources
- Finding full text
- Inter-Library Loan
- Getting help
Starting Point

It is always best to start your research by visiting the library’s homepage –

https://library.gannon.edu
Informational Links

For students residing in the Erie area, these items explain how to access and renew items in the library catalog of *print* materials.

Links to relevant online program guides, Gannon resources and “how do I?” hints
Resource Links

The following slides will provide more detail for each of the described resource links:

1. **Databases**
   Alphabetical Listing of subscribed and recommended free databases for finding articles, reports and ebooks

2. **Full Text Title List**
   Search by journal title to see if the library has full text access.

3. **Library Catalog**
   Search our collection of print titles

4. **Inter-library Loan (ILLiad)**
   Unable to locate an article with our resources, use ILLiad to request from another library

5. **My WConline**
   Make an appointment with a representative from the Writing & Research Center
A – Z Databases

• This page provides a listing of all of the library’s current searchable indexing services along with PubMed.

• Under each link there is a description of the content to be found within the database.

• Using the Subjects or Databases dropdown menu’s at the top of the page will also help you to identify the resource to fit your needs.
User Login

• The first time users attempt to access a library resource, they are prompted with this log in page.

• Sessions remain active until the original *browser window has been closed.

• While the login session is active users can return to the A-Z listing and search other resources without an additional login.

**Note:** Users may find they have access to other articles found using regular search engines once they have been identified as a Gannon user.

*Definition:* a browser is the tool (Chrome/Safari/Firefox or IE) used to access webpages on the Internet.
On the right-hand side of our *Databases* page, users will find a box containing links to useful tutorials for a number of our resources.

All library users are encouraged to follow the [EBSCOhost Tutorials](http://library.gannon.edu/c.php?g=89384&p=576801) link to view a selection of the tutorials that will help you become familiar with using the EBSCOhost interface. A direct link to the page can be found below.
One Search – Discovery tool

Our One Search tool, provides users with the ability to search all library databases, our print collection and more than 100 open access collections found on the web.

- Search results default to only items available full text.
- Allows searching with more generalized terms, similar to Google searching
- Uses same interface as our other EBSCOhost products
- Expands search to include additional articles available from free online sources

A tutorial for using One Search can be found on the EBSCOhost Tutorials page - http://library.gannon.edu/c.php?g=89384&p=576801
**Additional Databases:**

- **Collection of online titles**
  - consisting of subject-specific and general dictionaries, encyclopedias and other online reference books.

- **Collection of peer-reviewed scholarly journals and other resources in Economics, History, Political Science & Sociology**

- **Searchable database of statistics and reports found across the web.**

- **Industry Market Research and Industry Risk Ratings along with financial ratios.**

- **Journals, books, standards and conference proceedings available from the Institute of Electrical Engineers.**

- **Collection of evidence-based healthcare decision-making databases.**

- **Multiple collections containing journals, books and reference documents on government, politics and law.**

- **University currently has a license allowing all current students access to NYTimes.com, visit link to learn more [https://library.gannon.edu/newyorktimes](https://library.gannon.edu/newyorktimes)**
Ebook Databases

- Familiar EBSCOhost interface
- Table of contents expander results page
- PDF or EPUB full text online viewing
- Download option for offline reading.

- Book level and chapter level result lists
- Filtering by year, subject, language and author
- Ability to read online, download for set period
Advanced Searching Techniques

Each of the EBSCOhost database provides a searchable thesaurus that will help guide you to the terminology used by the database. This terminology should help you in locating relevant articles when natural language is not successful. It may also help when searching other resources.

In addition, each database provides specific search options that you can select from below the search term boxes.

The next group of slides will provide details about each.
Use the *Subject Terms* to determine the terminology related to content in the database. Users can either enter a specific search term or browse the list.

The items appearing in blue will either take you to the recommended subject or expand the subject to *Broader, Narrower* and *Related* terms.

Check the box in front of item and click the *Add* button to create a search. The term(s) will be added to the Search box at the top, click the *Search* button to proceed.
Business Source Premier

The *Thesaurus* found in this database works the same as *Subject Terms* in the previous example. In addition, users can search or browse a list of MarketLine Company Profiles.

Also available in the Advanced Search – Search Options section, users can search by NAICS/Industry code, product/company name and Ticker symbol.
CINAHL

Nursing & Health Science database provides CINAHL Headings which follow the structure of the Medical Subject Headings found in PubMed.

Begin by entering a search term in the box and then click on the heading to view the subheadings. Once a box is check it will appear in the Search term box in the right-hand column. Once you have selected your terms, click the Search Database button. EBSCOhost provides a link to tutorials to learn more.
CINAHL

Evidence-Based Care Sheets provides users with ability to search/browse list of summaries on specific key topics.

Users just need to select item(s) and click search to see the results.
Use the Thesaurus to determine the subject terms related to content in the database. Users can either enter a search term or browse the terms listed.

For example:

Using the phrase “learning theory” often times get mixed results. Entering the terms in the Thesaurus search box leads a user to “Learning Strategies” and then to “Learning Theories.”

Clicking on “Learning Theories” will provide a list of terminology used in ERIC.

Check the box in front of an item and click the Add button to put terms in search box at top and click Search to see results.
Full text Finder

When you find an article on the web or if you would like to see if the library has access to a particular publication, use the Full Text Journal Title Search link found in the Resource links box on the library homepage.
Full text Finder

You can enter the journal/book title or ISSN/ISBN in the search box to do a direct search of what titles we have full text and the collection where they are found.

Available titles can be browsed by alphabetically or by discipline.

• Titles appear in blue with an option to search within the publication.
• Click on the Full Text Access Resource to go to the database to search.
• Similar to the EBSCOhost database result lists, filters appear along the left-hand side.
Google Scholar – Gannon holdings

Follow this link: [http://library.gannon.edu/ld.php?content_id=36727195](http://library.gannon.edu/ld.php?content_id=36727195) for a step-by-step PDF explaining how to identify Nash Library as a library link.
Google Scholar – Gannon holdings

Once the library is identified, users will notice links to the right of each item in the search results list. Some links for open access/freely available items appear by default. Articles within Gannon databases will show the link – Available @ Nash Library
The library provides an Interlibrary Loan service that will allow students to request articles and books from other libraries.

The following slides will provide an overview of the service and answer some common questions.
Interlibrary Loan (ILLiad) FAQ

• What is interlibrary loan?
  Interlibrary loan is used to request books or articles that you would like for your research but are not able to locate online or through a library resource.

• When can I submit a request?
  Requests can be made 24/7 by logging into your personal, unique ILLiad account. Requests are processed and distributed to other libraries Monday thru Friday from 8 am – 4 pm.

• How long does it take to receive my item?
  Article requests made Sunday thru Thursday can be delivered in less than 24 hours up to 3 days depending on how many other libraries own the item and the time it takes to be delivered. Books can take at least a week but may take longer due to weather and distance between libraries.

• How will I know when my item is available
  Users will receive an email when articles are delivered to their ILLiad account a link will be provided in the notification email or users can login to ILLiad and click on “Electronically Received Articles.” Once books are ready for pick up, users will receive an email notification. Books can be picked up at the 1st floor Service Desk in the Nash Library & Student Learning Commons.
Interlibrary Loan (ILLiad) FAQ

• I don’t live in Erie, can I still use Interlibrary Loan?
  All students can request articles or book chapters as they are delivered electronically through the ILLiad platform.
  Online students needing print books are encouraged to use their local library’s Interlibrary Loan services to prevent delivery delays and shorter loan periods.

• Do I have to use my Gannon email?
  Yes, a Gannon email is required to use the ILLiad service.

• How long do I have access to articles received via ILL?
  Electronic articles remain in your ILLiad account for 30 days.
  **It is recommended that users download articles when received so that they will not need to be re-requested.

• What if I forget my username and/or password?
  Passwords can be reset by clicking on Forgot Password? link on the ILLiad login page.
  If you have forgotten your Username, you can create a new account or reply to the ILLiad system email to contact ILL staff to have the Username reset.

• Will my Gannon username & password give me access to ILLiad?
  The ILLiad system works separately from other Gannon system logins. Each user creates a unique username and password when account is created.
Interlibrary Loan (ILLiad) FAQ

• Will I need to change my password?
  Passwords do not need to be changed, but users can initiate a change by clicking on
  “Forgot Password” on main ILLiad page.

• Do I need to register each semester?
  Users do not need to register each semester. Accounts remain available from creation
  until a student graduates or is no longer enrolled as a Gannon student.

• Who do I contact if I have questions about my account or the ILL service?
  For additional questions about the library’s Interlibrary Loan services, please contact
  Mary Beth Earll at earll001@gannon.edu
Here to help

Feel free to reach out to the Nash Library & Student Learning Commons staff if you find you have questions and need help finding resources for your research.

The *librarians* are available to meet in-person or over the web, to speak over the phone or exchange emails with students to assist with any issues you are experiencing with our services.

The *Writing & Research Center* provides real-time virtual tutoring to assist with any stage of the writing process, help develop topic/argument and to help guide you through the research process.
Visit the Get Research Help tab to contact any of our librarians for assistance with your research needs.

https://library.gannon.edu/c.php?g=89390&p=576706
Using your Gannon username and password you can select Writing Center/Humanities Tutoring from the drop down menu. Once the schedule appears click on any open time slot identified with the option of “eTutoring.”

Follow the instruction in the online form. The link to your online appointment will appear in your appointment information in mywconline.com to start session.
Deciding which database to use and finding resources to fit your needs can be frustrating. Feel free to contact me if you need any help with access, identifying best tool or determining search terms.

Visit my library page using the link below to chat with me or make an appointment to talk over the phone or to set up a web meeting.

https://library.gannon.edu/prf.php?account_id=3089

Contact

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