

BAKER UNIVERSITY
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

LIBRARY TUTORIAL

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Introduction

Welcome to Baker University's Library Resources Guide. As Baker University has moved more classes and programs into an online format, the Collins Library has adapted as well to provide you with valuable resources you can use at home—or anywhere you have an internet connection.

After you've completed this tutorial, you should be able to

- Access Baker University's online library portal
- Use Collins Library's online catalog as well as other related catalogs
- Locate and use appropriate databases
- Navigate Collins Library's wide offering of electronic journals and digitized newspapers
- Research topics using various Search Engines
- Access Course Reserves for class readings

Keep in mind that some of the resources we'll be discussing require your Collins Library Card Number and four-digit PIN. Keep these numbers handy as we explore the wealth of resources available to you through the Collins Library.



USING THE COLLINS LIBRARY FROM HOME

Using your preferred browser, surf over to the Collins Library home page:

<http://www.bakeru.edu/academics/library>

It's tempting to type in a topic in the Baker Library Catalog box and hit Go, but let's spend some time looking at what the main page offers.

Find

[Baker Library Catalog](#)

[Databases](#)

[Other Catalogs](#)

[Journal Finder](#)

[Search Engines](#)

[Newspapers](#)

[Course Reserves](#)

[LibX Toolbar](#)

The Find box offers you a portal to a wide variety of resources you can use in your research. It's up to you to determine what format (book, journal article, or website) is most appropriate for your information need. Be sure to check with your professor or a librarian regarding acceptable sources.

Library Services

[Ask a Librarian](#)

[Renew Items](#)

[Interlibrary Loan](#)

[Faculty/Staff](#)

Under Library Services, you can get help from the library staff in acquiring books or articles you might not otherwise find in the Collins Library. You can also renew library materials here.

Research Assistance

[Subject Guides](#)

[RefWorks](#)

[Bedford Manual](#)

Get help in finding research for your assignments, and use the Research Assistance section to find guides on style and documentation as well as ways to avoid plagiarism.



About Collins Library

| | |
|--------------------------|----------------------------|
| Welcome | Newsletter |
| Hours | Policies |
| Location | Staff |

Finally, this section provides information on the workings of the library itself. In addition to hours of operation and staff contact information, this section details library policies on loan periods, confidentiality of your library records, and student intellectual property.

Librarian's Tip: Using the LibX Baker Toolbar

The LibX toolbar offers you all the functionality of the Baker Collins Library (and more) right in your own internet browser toolbar. For browser-based library searches, this tool can't be beat!

Find

| | |
|---------------------------------------|--------------------------------|
| Baker Library Catalog | Databases |
| Other Catalogs | Journal Finder |
| Search Engines | Newspapers |
| Course Reserves | LibX Toolbar |

After clicking on the link, follow the directions on the next page to install the toolbar.

The screenshot shows the Baker University website navigation bar with links for Baker Life, Admissions, Alumni, and Resources. Below the navigation bar is a breadcrumb trail: Home > Academics > Library > Find. The main heading is "LibX Baker University edition". The text explains that the LibX Library Toolbar provides quick access to the Baker Library's electronic resources. There are two links: one for Firefox and one for IE. The IE link includes a note that Microsoft .NET Framework Version 2.0 or higher is required. Below the text is a section titled "1. LIBX LIBRARY TOOLBAR" which describes the toolbar and shows a preview of the toolbar interface. The toolbar includes a "LibX Baker" dropdown, a "Keyword" search box with "type here" text, a "Search Library Catalog" button, a "Clear" button, and a "Scholar" button.



FIND

If you are gathering information or research for a class project, and you know what kind of resource you want to use, Find is where you want to be!

Using the Collins Library Catalog

Searching from the Baker Library Catalog text box will open a web page displaying the results of your search from the Collins Library Catalog. The following formats are available in the Catalog:

- Electronic journals and eBooks
- Books (print, online, and audio)
- Compact discs
- DVDs and videos
- Government documents (including printed publications, CD-ROMs, and microforms)

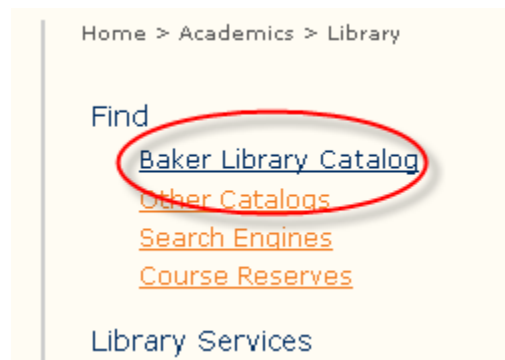
Clicking on Other Catalogs from the main page will provide you with similar resources available at other local libraries, including public and university libraries. If you have determined that these kinds of materials are suitable to your project, another handy resource is **WorldCat**.



Librarian's Tip:

WorldCat is especially useful for the distance learner because it offers library holdings from around the country. This catalog works just like the Collins Library Catalog but with the added advantage of telling you what libraries near you own the title you're looking for. In effect, you can search all your local libraries with just one search!

Get to WorldCat by Clicking on Baker Library Catalog.



On the page that opens, you can get to WorldCat in two ways:



Contains Starts with

Search for:

Library:

[keyword](#) [author](#) [title](#) [periodical title](#) [subject](#)

[Go to Advanced Search](#)

Catalog Searches

- [Library/Home](#)
- [WorldCat](#)
- [Search/Home](#)
- [Ask A Librarian](#)
- [Reserve Desk](#)
- [New Items](#)
- [My Account](#)

Library Card # PIN:

[Click here to log in!](#) [Why Login?](#)

Remote students should not discount the use of physical resources like those listed above! The Collins Library page provides links to other Kansas library catalogs, and the Collins Library participates in an InterLibrary Loan (ILL) arrangement with libraries throughout the country. Check with your local library to learn how to have materials from other libraries delivered to your own library. Note: the Collins Library ILL form is only for materials to be delivered **to** Collins Library, not **from**.



Quick Guide to Using Library Catalogs

In order to become the most powerful Catalog users possible, you really need to look under the hood so you understand why you get the results you did.

This is what the Catalog looks at when you submit a search:

Freakonomics : a rogue economist explores the hidden side of everything [Change Catalog Display](#)
 Levitt, Steven D.
 ISBN: 0061234001
 ISBN: 9780061234002
 Personal Author: Levitt, Steven D.
 Title: Freakonomics : a rogue economist explores the hidden side of everything / Steven D. Levitt and Stephen J. Dubner.
 Edition: Rev. and expanded ed.
 Publication info: New York : William Morrow, c2006.
 Physical descrip: xv, 320 p. ; 24 cm.
 Contents: Introduction : the hidden side of everything -- What do schoolteachers and sumo wrestlers have in common? -- How is the Ku Klux Klan like a group of real-estate agents? -- Why do drug dealers still live with their moms? -- Where have all the criminals gone? -- What makes a perfect parent? -- Perfect parenting, Part II; or, Would a Roshanda by any other name smell as sweet? -- Epilogue : two paths to Harvard -- Bonus material added to the revised and expanded 2006 ed.
 Summary: "Which is more dangerous, a gun or a swimming pool? What do schoolteachers and sumo wrestlers have in common? Why do drug dealers still live with their moms? How much do parents really matter? How did the legalization of abortion affect the rate of violent crime? These may not sound like typical questions for an economist to ask. But Steven D. Levitt is not a typical economist. He is a much-heralded scholar who studies the riddles of everyday life--from cheating and crime to sports and child rearing--and his conclusions regularly turn the conventional wisdom on its head... Through forceful storytelling and wry insight, Levitt and Dubner show that economics is, at root, the study of incentives--how people get what they want, or need, especially when other people want or need the same thing. In Freakonomics, they explore the hidden side of, well--everything... If morality represents how we would like the world to work, then economics represents how it actually does work."--Book jacket, front flap.
 Held by: KC-CENTRAL BAKER
 Subject term: Economics--Psychological aspects.
 Subject term: Economics--Sociological aspects.
 Added author: Dubner, Stephen J.

Keyword looks at the Title, Contents, and Summary fields

Author looks at the Personal Author, Corporate Author, and Added Author fields

Title looks at the Title, Uniform Title, Series Title, and Added Title fields

Periodical Title only looks at a particular kind of Title field

Subject looks at the Subject Term fields.

You can see a catalog entry by clicking on the Details button for any catalog search, then clicking Catalog Record.





Databases

A database offers a collection of resources accessible by computer. The Collins Library Catalog is an example of a database: it holds and searches individual bibliographic records. Each database contains specific kinds of publications and provides varying details about the materials.

Baker University provides its staff and students with free access to over 110 databases covering a wide variety of disciplines. Library databases provide access to a variety of information, including articles from journals, magazines, newspapers, and books.

Select databases by Subject or by Name, but keep in mind that browsing the databases by Subject will save you a lot of time and effort. If you are looking for company profiles, you really don't need to scroll past ATLA Religion, for example, on your way to Business and Company ASAP.

Librarian's Tip: Full-text versus citations/abstracts

Some databases provide full-text articles whereas other databases are only indexes providing citations and abstracts. Nothing is more frustrating than finding a citation-only record for what looks to be the perfect article. If you are looking for only full-text results, make sure the database you're searching in offers more than just citations!

Don't write off citation-only databases altogether, though. Although they're less convenient to access, the databases become valuable resources when teamed with your local library catalog or WorldCat via ILL.



Journal Finder

Journal Finder allows you to browse by Journal Title or search Baker Library's journals by Title, Subject, Database, or International Standard Serial Number (ISSN). All of these journals can also be accessed through the Database section of the Baker Library website.

Library >> Find... Library Services Research Assistance Special Collections About Collins Library

Baker University Library: Journal Finder

Search | Subjects |

JOURNAL FINDER

Browse journals by title:

0-9 - A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z

Title Subject Database ISSN

Search titles: starts with Search

NOTE! This database allows you to search for individual journal titles. To search for articles on a particular subject from many journals simultaneously, you should begin with one of the Library's Databases.

[Browse by journal subject](#)

Browsing by Journal Title

Searching for journals by title will provide the same result as **browsing** by Journal Title—minus you having to scroll down page after page. If you're not sure if a journal is listed by an acronym or by a full name, however, the alphabetical browsing option might come in handy.

Click on the journal title to find information about the journal, including its full-text coverage versus its citation-only coverage. Accessibility may vary depending on the article's date of publication.

Librarian's Tip: When to use Journal Finder instead of Databases

Look to databases to help familiarize yourself with the range of publications covering the topic you're researching. If you've already identified journals that cover your topic, you can avoid browsing through less relevant journal articles by using Journal Finder.



Browsing by Journal Subject

This section provides an expandable list of specific subjects. Clicking on any of these subjects will take you to a list of Journal Titles, under which you'll find information on what databases contain that journal, what issues are available in full-text, and the ISSN. The ISSN is useful when you know the exact publication you're looking for and don't want to waste time with title or keyword searches.

The screenshot shows the Baker University Library Journal Finder interface. At the top, there is a navigation bar with links: Library >>, Find..., Library Services, Research Assistance, Special Collections, and About Collins Library. Below this is the page title "Baker University Library: Journal Finder" and a search bar containing "Search | Subjects |". The main heading is "JOURNAL FINDER" with a sub-heading "150 journals with subject: 'Business'".

Three red circles highlight specific parts of the interface, with red arrows pointing to explanatory text:

- The first circle highlights the journal title "Accounting and business research 0001-4788". A red arrow points to the text "Name of journal".
- The second circle highlights the database information "Business Source Premier (BSP): fulltext 1993-07-01 - 2006-07-01". A red arrow points to the text "Database that offers this journal".
- The third circle highlights the full-text availability information "Business Source Premier (BSP): fulltext 1991-01-01 - 2000-01-31". A red arrow points to the text "What issues are available in full-text".

Other visible journal entries include "Air cargo world - a publication of Communication Channels, Inc 0199-2686,0745-5100" and "Airfinance journal 0143-2257". The ISSN "0143-2257" is also circled in red, with a red arrow pointing to the text "ISSN".



Newspapers

Baker Library offers free electronic access to hundreds of newspapers from all over the United States.

Just like with Journal Finder, you can use the Newspapers section to look for Database-specific formats. The databases offered in this section are ABI/Inform Global, Custom Newspapers, Lexis-Nexis, and Regional Business News.

ABI/Inform Global

The ABI/Inform Global database allows you to search a variety of U.S. and international newspapers. Following the link will take you to ProQuest's Advanced Search page, and if you just start searching, your results will include journals and data as well as newspapers.

ProQuest

Basic **Advanced** **Topics** **Publications** **My Research**
0 marked items

[Databases selected:](#) Multiple databases...

Advanced Search **Tools:** [Search Tips](#) [Browse Topics](#)

| | |
|--------------------------|-----------------------|
| <input type="text"/> | Citation and abstract |
| AND <input type="text"/> | Citation and abstract |
| AND <input type="text"/> | Citation and abstract |

[Add a row](#) | [Remove a row](#) **Search** **Clear**

Database: [Select multiple databases](#)

Date range:

Limit results to: Full text documents only
 Scholarly journals, including peer-reviewed [About](#)

[More Search Options](#)



For broader, more international coverage, don't change the database. Searching "Multiple databases..." will return journal articles, magazines, and newspapers, but you can limit your results to only newspapers. To do so, click the tab labeled Newspapers, shown below.

100949 documents found for: (real estate) >> [Refine Search](#) | [Set Up Alert](#) ✕

[All sources](#) | [Scholarly Journals](#) | [Magazines](#) | [Trade Publications](#) | **[Newspapers](#)** | [Reference/Reports](#) | [Dissertations](#)

Mark all | 0 marked items: [Email](#) / [Cite](#) / [Export](#) | [Show only full text](#) | Sort results by: [Most recent first](#) ▾

1. [ALDAR first to deliver project on Abu Dhabi real estate market](#)
Al Bawaba. London: Aug 22, 2007. p. 1
[Abstract](#) | [Full text](#)
2. [A New World for Sale, Ocean-to-Ocean View: \[Review\]](#)
William Grimes. *New York Times (Late Edition (East Coast))*. New York, N.Y.: Aug 22, 2007. p. E 8
[Abstract](#) | [Link to full text](#)
3. [Paid Notice: Deaths SEEVAK, SHELDON.: \[Paid Death Notice\]](#)
New York Times (Late Edition (East Coast)). New York, N.Y.: Aug 22, 2007. p. A 17
[Abstract](#) | [Link to full text](#)

Follow the links to Full Text articles from today's New York Times or Financial Times.



Custom Newspapers

Following this link will take you to Custom Newspapers, provided by InfoTrac. The coverage is not quite as up-to-date as ABI/Inform Global, but it offers a broader range of U.S. newspapers.

InfoTrac's Basic Search is easy to use, but choose your search terms carefully or you'll end up with way more results than you want. Advanced Search allows you to be more exact and lets you search by publication title, among other filters. This resource's main strength lies in its focus on local newspapers. Use their Publication Search or view All Publication Titles (an option under Publication Search) to focus on news coverage by specific local newspapers. This list also provides useful information on the range of available coverage as well as frequency of publication.

Custom Newspapers

Bookmark Dictionary Title List Help

Basic Search **Publication Search** Advanced Search

Basic Search

Currently searching *Custom Newspapers* with 35,119,281 art

Basic Search

Find:

Search for words in: Subject Keyword I

[More search options](#)

[About Custom Newspa](#)



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Search terms Terms and Connectors Natural Language

Anywhere in the document And

Anywhere in the document And

Anywhere in the document More...

Add index terms

Sources

- U.S. Newspapers & Wires
- Advertising Age
- Advertising Age Creativity
- The Advocate (Baton Rouge, Louisiana)

Specify date Dec 11 2008 To Mar 11 2009

[Clear form](#)

Regional Business News

This news database is a valuable asset for business researchers since your results are not limited to just newspapers. You also get journals and reviews with your searches. The currency of coverage can be a few days behind, but the scope provides full text coverage from metropolitan and rural areas throughout the U.S.



RESEARCH ASSISTANCE

Research Assistance provides numerous services to assist you before, during, and after writing your paper:

Subject Guides

Go to [Subject Guides](#).

Collins Library staff have consolidated suggested resources appropriate for specific subjects into Subject Guides. These subjects include:

[Biology](#)
[Business](#)
[Education](#)
[Theater](#)

[Social Survey & Statistics](#)
[History](#)
[Psychology](#)

Each Subject Guide includes its own table of contents and research links.

Bedford Manual

Go to the [Bedford Manual](#)

This section provides a valuable resource you should use before and after writing your paper. The Bedford Manual link takes you to an electronic version of Diana Hacker's print booklet *Research and Documentation in the Electronic Age*.

Don't be fooled by the four broad headings found on the main page—each contains many subjects.

| <u>Humanities</u> | <u>Social Sciences</u> | <u>History</u> | <u>Science</u> |
|-------------------------------|------------------------|------------------|-----------------------|
| Art & Architecture | Anthropology | World history | Biology |
| Classics | Business & Economics | American History | Chemistry |
| Literature | Communication studies | Primary Sources | Computer Science |
| Music | Criminal Justice | | Engineering |
| Philosophy | Education | | Environmental Science |
| Religion | Ethnic & Area Studies | | Geology |
| Theater, Dance, & Film | Geography | | Mathematics |
| World Languages & Linguistics | Law | | Nursing & Health |
| | Political Science | | Science |
| | Psychology | | Physics & Astronomy |
| | Sociology | | |
| | Women's Studies | | |



By discussing kinds of information, how to use them, and how to analyze them, the Bedford Manual's resources are very similar to the Specific Subject Guides. The Manual offers these handy tools:

- Annotated lists of electronic databases and indexes, Web resources, and reference books
- Tips on evaluating sources
- Sample papers
- Guidelines for documenting print and online resources
- A list of style manuals
- A glossary of research terms

RefWorks

Go to [RefWorks](#)

RefWorks offers the following services:

- creates a database of the research articles you have collected
- facilitates citation of references in your own paper
- generates a bibliography for your paper

This free service requires an initial set-up during which you create a login name and password.