

Title: How do I navigate the Collins Library Website?

Slide Description	Transcript
Collins Library homepage	When you are ready to begin your research for an assignment, you have three options to access Collins Library electronically.
Google search page	First, you could open a browser window and type in the library URL www.bakeru.edu/library2 .
University homepage	If you are already on the Baker homepage you can hover over the Academics drop down menu and select library.
Random page within the university website	If you happen to be on another part of the website, you can hover over the Current Students drop down menu, select Collins Library,
Current Student Collins Library page	and click on the Library Homepage link.
Collins Library homepage	<p>Once you land on the Collins Library homepage, take a minute and look at how the library homepage is setup. The minute you spend now could save hours of frustration down the road. The navigation on the left hand side of the screen includes links to general information about the library and special tools for the research process. There are two links that could drastically improve your research process. The Ask A Librarian link provides an opportunity to communicate with librarians through email and instant messenger service. You can also download the Baker Research Toolbar, so that you can quickly search the Baker Library Catalog, Find a Journal, WorldCat, and Google Scholar using a special toolbar in either Firefox or Internet Explorer.</p> <p>The right side of the page has been dedicated to the tools and resources necessary to conduct college level research. The page is broken into four sections. You can start your research with background information by using reference resources, finding tutorials and helpful links within subject guides, or by trying your hand with an internet search engine or two. While these resources can provide basic information, ideas for additional search terms, and useful citations on a particular topic, Collins Library provides a plethora of additional resources to deepen the quality of your research.</p> <p>The Find Articles and More section includes tools used to find journal, magazine, newspaper, and other periodical articles. The easiest way to find an article on your assignment topic is to start with databases. If you already have a citation or the full text of an article is not available in the database you were using, you can use Find A Journal to look up the periodical title. If you are unable to locate a journal article using Find A Journal, you can use the Request Full Text link and the library staff will work to get the article for you.</p>

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The final section provides guidance in formatting and creating citations for your assignment. RefWorks provides an easy way to store your citations and subsequently create a work cited page and incorporate citations into your paper. The Bedford Manual Online provides supplementary information to the print publication by the same name. The Citation Manuals page includes information on the main citation manuals used at Baker University. The subsequent tutorials will provide further insight into questions you might be asking throughout the research process.