

ReSEARCH Station www.csuchico.edu/library FAQ's

Q: Can I access Library resources from home?

A: Yes. For instructions start at <http://www.csuchico.edu/lcmt/newer/connect.html>, or create a new free CSUC portal account and access library resources via it. Instructions for activating your Portal Account may be found at <http://www.csuchico.edu/stcp/portal/>

Q: How do I find a Chico State thesis?

A: From the ReSEARCH Station, use the Books" link (in top left menu) to access the library catalog. Switch to Advanced Search (link to right above search box). Type keyword(s) that might appear in title of thesis (e.g. "reading comprehension"). Limit search to theses using **Limit Search (Optional): location**. Use arrow to scroll to "Thesis" and select it (click on it to highlight), then press "Search." You can also BROWSE THE THESIS SHELVES on the 3rd floor. Education & PSED theses completed after about 1994 all have call numbers beginning with LB 1025.2.

Q: How do I find / get books Meriam Library doesn't own?

A: From ReSearch Station select 'Library Catalogs' (middle menu) for links to other library catalogs

1. CSU libraries catalog, Pharos

- a. Type the title of a book into the search box, or use keywords connected by *and*
- b. If you find a title you want, click 'Find It' and use Interlibrary Loan to request the book

2. Melvyl, the combined catalog of the UC system.

- a. Search the catalog by title, author, subject, etc. (select 'yes/no' under 'words as a phrase')
- b. If you find a title you want, use Interlibrary Loan to request the book.

3. Interlibrary Loan - You don't need to know what school has the book. If you already have citation information for a book we don't own, you don't need to locate it in another library. We'll find it for you. Just the Interlibrary Loan link (on "Library Catalogs" page as well as ReSearch Station homepage) to submit request online. Give complete citation information. The library notifies you when the item arrives. Books may be picked up at ILL office on 2nd Floor. (They have limited evening hours. If you're unable to come during their open hours, call to make alternate pick-up arrangements). Articles are now electronically scanned and will be waiting for you in your online ILL account. Be sure to download or print them as they will disappear from your ILL account after a few weeks. [Note: Always check to see if we own first before ordering ILL. Use 'Meriam Library Catalog' for search for books and 'Periodicals List' to search for articles.]

Q: How do I know if the library has the articles I want when I'm searching a database?

A: After completing a database search, browse your results list looking for:

- 'html', PDF, or "linked full text" links. These links take you directly to the full-text article, or
- "Find it" links. Find It links will appear when the full-text is unavailable in the database you're searching, but clicking this link will tell you if the library has a journal online in a different database (e.g. Academic Search or Blackwell Synergy), or in print (Library Catalog).

More about 'Find It' - this link opens the *Citation Station*, which is our periodical cross-index.

- Online Articles (databases) - If available online, link(s) to the database(s) will appear. Click 'Go' to switch to that database and access article in full-text. (Note: Usually the full-text article opens directly, but sometimes it opens to the abstract and you'll need to look for PDF or HTML link to bring up the full-text. Also, on rare occasions it will not bring up the actual article and you'll need to search for the article again in that database, either by date or by author's last name and some title words.)

- Print (Meriam Library Catalog) - If the Library has **any** issues of a journal in print, a link to our library catalog appears. Click 'Go' to open the library catalog. Check 'Chico Has' to see what issues the library has and to obtain the call number. (Print periodicals are located on 2nd Floor),
- Interlibrary Loan - if the Library doesn't own the journal (print or electronic) you'll see only a link to Interlibrary Loan or Ask a Librarian. If you click 'Go' next to Interlibrary Loan, the citation information will automatically be transferred to your online ILL request form.
- If you don't see any of these links, use the Library's **Periodicals List** (PATH: ReSEARCH Station /Periodicals List.) Search or Browse alphabetically for the **source journal**, not the article.

Q: If I have a citation to an article from a source other than a database, how do I find it?

A: Use the library's 'Periodicals List' (link on top left menu of research station). Search for the **source** title (name of journal or periodical), not the title of the article. Note: The 'Periodicals List' and 'Find It' access the same periodicals cross-index: the Citation Station.

Q: Which database(s) or online sources should I use for my research?

A: ERIC, will be your primary database, but be sure to visit the '**Educational Resources**' page (from ReSEARCH Station select 'more' under 'Find Information About', then select 'Education') for links to a variety of other useful databases (PsycINFO, Academic Search, Ingenta, JSTOR, etc.) and resources (Encyclopedia of Education, Federal School Codes, etc.). The page opens by default to a list of suggested databases, but use the tabs across the top to switch to Reference, Websites, Guides, etc. An online guide for this class is located under the Guides tab.

Q.: What if I still need help finding what I need after tonight?

A: Contact me: an active email link is at the top of the Education Resources page. My email address and office phone are listed at the bottom of this page. Either works, but for a speedier reply please use email. I can usually assist quite a bit via phone and email, but we can also set up an appointment if you feel you'd like to come in for a one-on-one consultation. Feel free to drop by my office any time during my office hours when you're on campus. BUT ... I will be scheduling consultation sessions with UNIV 101 students this semester during my regular office hours. So, to ensure my availability it's best to set up an appointment in advance.

If I'm unavailable, you can also seek assistance from any of the librarians who work our 2nd Floor reference desk, or use our Ask-a-Librarian link to get online reference assistance 24/7.

Q. How can I refine a search (specifically in ERIC) to get to a specific topic?

A. Use selected keywords (and Boolean operators, phrase searching, and truncation. Refer to Database Search Tips and Tricks handout). Remember AND & NOT will narrow a search, OR will expand it.

You can also use Descriptors (aka: subject headings) or a combination of keywords and descriptors. To find appropriate ERIC descriptors, click 'Thesaurus' (on green bar across top of ERIC search page). The Thesaurus will be located on the lower half of the screen. It contains an A-Z list of all descriptors used by ERIC. Use the 'browse for' box, type in a key term, and click 'browse'. If your keyword is one of ERIC's descriptors it will open to that page in the A-Z list. Double-clicking on the descriptor may lead you to a list of narrower subheadings. Select the headings you wish to search by checking the boxes) beside them, then select AND, OR, or NOT and click 'ADD' to add them to your search box at the top of the page. (You'll note that your term was added with a DE preceding it. This is code to the computer to search for subject rather than simply keyword. Later you can add additional keywords to the search using Boolean operators.

Questions??? Contact me at jfoster@csuchico.edu; Office (MLIB 456) Hrs: Mon & Wed (1-6 pm); Tues (1-4 pm); Phone: 898-6168; OR Ask-a-Librarian 24/7 @ <http://www.csuchico.edu/library/ask.htm>.