

FOLEY LIBRARY “TUTORIAL” for EDUCATION

(Updated 4/09)

These exercises and the attached Practice Guides will introduce you to using our library from off campus. You can also call or email me with questions or if you need more help. – Theresa Kappus, Distance Services Librarian / Foley Library, Gonzaga University / kappus@gonzaga.edu / 800-498-5941.

SECTION 1 – The FOLEY LIBRARY home page <http://www.foley.gonzaga.edu>

The screenshot shows the Foley Center Library homepage. At the top, there is a navigation bar with links for News & Events, A-Z Index, Quick Links, Ask Spike, and Support GU. Below this is a secondary navigation bar with links for GU Home, About Gonzaga, Academics, Admissions, Athletics, Campus Resources, and Student Life. The main content area is divided into several sections: a left sidebar with a 'Links of Interest' section, a central 'Find Articles' section with a 'Frequently Used Databases' dropdown, a 'Find Books' section with a search bar, and a 'Research Guides' section with a grid of links. A 'Library Information' section is located at the bottom right. Numbered callouts (1-6) point to specific elements: 1 points to the 'New & Featured Databases' link in the 'Find Articles' section; 2 points to the 'Distance Education' link in the left sidebar; 3 points to the 'FAQs and Information About Foley' link in the 'Library Information' section; 4 points to the 'Research Guides' section; 5 points to the 'Blog: More time for more studying' link; and 6 points to the '24-7 Chat with a Librarian' link in the left sidebar.

Your first task is to bookmark the **Foley Library homepage** on your home computer.

The library’s home page is divided into five main sections:

- Find Articles
- Find Books
- Research Guides
- Library Information
- navigational menu on the left side of the page.

1. Wondering where to start your research? Under the **Research Guides** heading click on the link for **Education**. You’ll be

on the *Start Here* page which provides: links to the primary databases used by education students at GU; links that will browse our library catalog for education topics; suggested websites and links to pages compiled for specific classes. Take a quick look at the information available on the other tabs for the Education Research Guide: *Find Articles*, *Find Books*, *Web Resources*, and *Additional Sources*.

2. So, what Services does Foley Library offer to off-campus students? Go back to the Foley Homepage. Using the navigational menu on the left side of the page, click on **Distance Education**. Take a look at some of the information on the Distance Services page, especially the FAQ and the information for Canadian Students

3. You will want to set up an ILLiad account. From the Foley Library homepage look under the *Library Information* section. Click on **Interlibrary Loan- ILLiad** and then click on **First Time Users Click Here**. Read the information on that page about the ILL service and then click on the “First Time Users” button to fill out the form and create your own ILLiad account.

Tips: If you live 35+ miles from campus, please select “Distance Ed Grad” as your status on the ILLiad registration form. You may use any username and password you like, but for your convenience, we recommend using the same one you use for your Blackboard or ZagMail

account. By the way, you only need to set up an ILLiad account once, but if you move, please update your address in ILLiad. You don't want to have books sent to the wrong address!

4. You will be writing papers, but typing up that list of references can be a real pain, right? Have we got something for you! Go back to the Foley Homepage. On the navigational menu, you'll see a link to **RefWorks**. From off campus you will need the group code to get into Gonzaga's RefWorks subscription. (The secret code is: rwgonzagau). Once you are in, you will find additional information about the product and links to excellent tutorials. As with ILLiad, you have to create an account in order to use it. Go ahead and do that now, if you like.

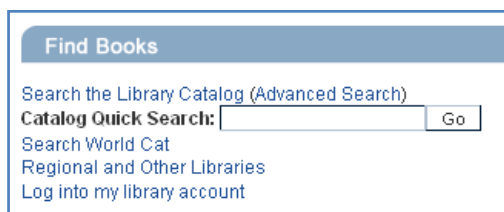
5. Yes, we have online tutorials! Some are "homemade" and others come from companies like EBSCO, which provides most of our online databases, including the ERIC and *Professional Development Collection* databases you will probably use in your research. There are a couple of tutorials that will be especially helpful. Go back to the Foley Homepage. Under the "Find Articles" heading, click on "Databases A to Z" then click on **EBSCO Tutorials** on the left navigational menu. Try these:

- *Basic Searching for Academic Libraries*
- *Advanced Search with Guided Style*

6. You know you can call the library to ask questions, but did you know a librarian is available 24/7? Go to the Foley Homepage. On the left navigational menu, you will see two links for getting help. The **24/7 Chat with a Librarian** service allows you to "chat" online with a librarian any time of the day or night (with the exception of a couple of major holidays). Foley Library partners with several other Jesuit institutions and Tutor.com to provide this service.

7. The **Contact Us** page (also on the navigational menu) provides additional ways to get help from Foley Library: phone numbers, e-mail, chat services. At the bottom of our web page, is a **Meebo** icon. That is a chat service that links directly to the Foley Reference Desk when the library is open. The most important thing to remember is that we really do want you to be successful, so please let us know how we can help!

SECTION 2 – Finding BOOKS in Foley and other libraries



1. **Practice using the library catalog.** On the Foley homepage under Find Books, click on the Library Catalog link. You may now work on your own or use the Foley Catalog Practice Guide at the end of this section. Whichever you choose, here are your objectives:

- a) Note the difference between using **Basic Search** (great for searching for a particular book or author) and **Advanced Search** (recommended for searching for books on a topic).
- b) Log in to your library account. Click on the **My Account** link near the top of the page. This is where you can: 1) view the list of books you have checked out 2) view the list of "holds" you have placed 3) renew books from Foley Library and 4) check to see if you have any fines.
- c) Practice with the **Make a Request** option, but only submit the hold request if you really want the book. If you are a distant student, placing a hold on the book tells us to check it out and mail it

to you. If you are a “local student” living within 35 miles of campus, placing a hold will reserve the book for you and you will have a week to pick it up.

- d) More things you might want to know about books:
- Graduate students can check a Foley Library book out for 8 weeks and renew it up to 8 times if no one else is waiting for it.
 - If we mail a book to you, you are responsible for return postage (book rate or media mail).
 - If a book is checked out to someone else, use “Make a Request” to reserve it for you when it comes back in.
 - We do charge fines! Try to get books back by the due date. There is a small grace period, but if you know you’re going to be late, renew the book and/or let us know what’s happening.

2. **Finding books in other libraries** (OPTIONAL for this tutorial). On the Foley Homepage under Find Books, click on the **WorldCat** link. WorldCat is a database of books and other materials held in libraries worldwide, including the contents of most US libraries.

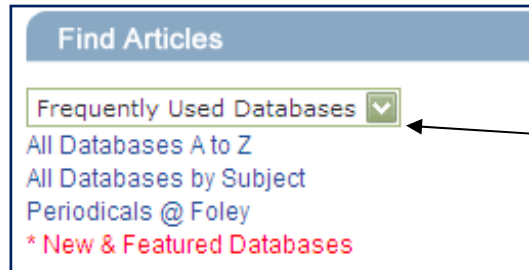
- a) You can use WorldCat to search for books that aren’t in Foley Library.
- b) There is a link to ILLiad in the record for each item. If you find a book you need in WorldCat (that *isn’t* at Gonzaga), click on the ILLiad link, log in to your ILLiad account and place a request. Please see the ILLiad FAQ for more information about ILLiad and the Interlibrary Loan service. <http://illiad.gonzaga.edu/illiad/FAQ.html>
- c) If you find a book in WorldCat that *is* at Gonzaga, use the “Make a Request” feature in our catalog.

FOLEY LIBRARY CATALOG PRACTICE

Use the Library Catalog to find books in Foley Library. By the way, the catalog includes books located in Chastek Library at the Gonzaga School of Law.

1. Go to the Foley Homepage www.foley.gonzaga.edu
2. Under Find Books, click on *Search the Library Catalog*.
3. Use the **Basic Search** option in the catalog.
4. Do a “**Title Browse**” search for the book *Success for All*. Find it?
5. Notice the Action options on the right. Click on “Make a Request”
6. If you were going to request this book to be mailed to you, you would enter your Gonzaga ID number and last name and continue as if placing a “hold” on the book. *NOTE: Do not actually place a hold on this book unless you really, really want it!*
7. Now, click on the My Account option. (You can do this from anywhere in the catalog.) Enter your ID number and last name to view your Foley Library account. You may not have anything to view other than your name and GU email address at this point.
8. Click on the Search option at the top of the page to return to the main Catalog screen. Practice searching using the **Advanced Search** screen as you saw in the tutorial.
9. When you’re finished, click Exit (on the upper right) to get back to the Foley homepage.

SECTION 3 – FINDING and GETTING ARTICLES



On the Foley Homepage, under Find Articles, you have three options for selecting a database to start your search for journal articles:

- a) Dropdown menu of the most popular databases, including the education database ERIC.
- b) A-to-Z list of all the databases Foley Library subscribes to, with descriptions of each.
- c) A list of databases by general subject area.

d) The fourth link under “Find Articles” is Periodicals @ Foley. (see # 3 below)

1. FINDING ARTICLES: Practice using the ERIC database. Work on your own or use the ERIC Practice Guide at the end of this section.

Exercise:

1. Login to the ERIC database and enter your keywords.
2. From the results list e-mail an article record or article (PDF/HTML) to yourself.
3. Add two articles to the folder and email the folder to yourself
4. If you’ve set up a RefWorks account, export the contents of the folder to RefWorks.

2. GETTING ARTICLES: Practice using Periodicals@Foley. *Periodicals@ Foley* is a list of all the periodicals (journals, magazines, newspapers) to which the library has a subscription. It includes both print and online subscriptions. It comes in handy when you want to find out if a known journal article (from, say....a list of references?) is available online through Foley Library.

Exercise: Using the journal title in each of these citations, search *Periodicals@Foley* to see if these articles are available through Foley Library. Note: Be sure to check for the availability of the dates needed.

1. Deirdre M Kelly (2006). Frame Work: Helping Youth Counter Their Misrepresentations in Media. *Canadian Journal of Education*, 29(1), 27-48,344.
2. Hilda Taba (2005, Spring). What is evaluation up to and up against in intergroup education?. *Journal of Curriculum & Supervision*, 20(3), 257-261.
3. Hug, B. (2008, February). Re-examining the practice of dissection: What does it teach?. *Journal of Curriculum Studies*, 40(1), 91-105.
4. Tisha Beaton (2006). Science at Hogwarts. *Science and Children*, 43(6), 48-51.

3) GETTING ARTICLES: Using the Full Text Options link. When viewing your search results in any of our databases, notice the link for **Full Text Options**. It usually appears under the citation of an article in your results list or at the bottom of the page when looking at the full record for an article. This **Full Text Options** link takes you to **Periodicals@Foley**. (Do you see where this is leading? ☺) If the article you want is not available online from the database you’re searching in (i.e., there’s no PDF or HTML link), click on **Full Text Options** to see if it is available online from another database. If it still isn’t available, you can use ILLiad (interlibrary loan) to request the article.

Q: What does “in Foley Periodicals” mean when I find a journal in Periodicals@Foley?

A: “In Foley Periodicals” means that we have the physical journal here in our collection on paper, microfilm or microfiche. Click on the link to check what years we have of the journal. Local students can come to the library to scan or make copies of articles, while distant students should use ILLiad to request those articles.

Exercise: Practice requesting an article from ERIC using ILLiad.

1. Find an article that is not available in full text from ERIC.
2. Check Full-Text Options to see if we have access from a different database.
3. If we don't have it, go to ILLiad by clicking on the link: [Order this item through Interlibrary Loan](#). For the purposes of this exercise, don't actually submit your ILLiad request, unless you truly want the article. *Spokane area students: if the articles are available in Foley Periodicals (in our building), you will need to come into the library to get them.*

**Please Note: The Interlibrary loan/ ILLiad service is free to you,
but expensive for us, so always choose wisely when using ILLiad.**

4. **Optional Exercises:** Briefly practice using one (or more) of the following databases.
 - a. Professional Development Collection
 - b. PsycINFO
 - c. ProQuest (article database). ProQuest is not an EBSCO database, so it will look different, but the search process is pretty much the same.
 - d. WorldCat (books, etc. from other libraries)

ERIC PRACTICE GUIDE

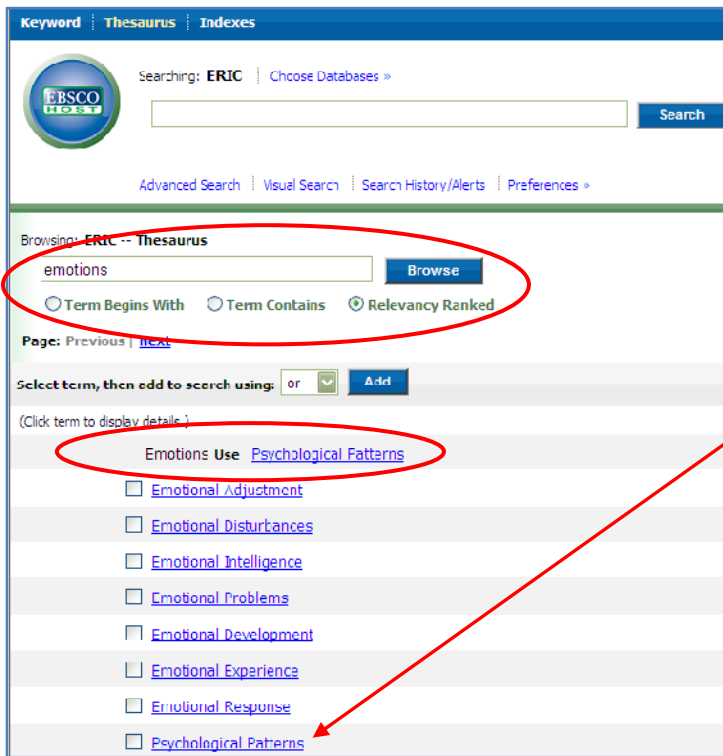
- a) Go to the Foley Homepage www.foley.gonzaga.edu
- b) There are several ways to access ERIC – try one of these:
 - a. Under Find Articles, click on the drop down menu and select ERIC.
 - b. Under Find Articles, click on All Databases A-Z and select ERIC.
 - c. Under Find Articles, click on All Databases by Subject; scroll down to Nursing/Medicine and select ERIC.
 - d. Under Research Guides, find the one for Education and select ERIC.
- c) At this point you will have to log in. The username/password you use for ZagMail or Blackboard should work here. If not, contact Gonzaga’s IT Support Center: helpdesk@gonzaga.edu
- d) Once you’ve logged in, it’s time to “play”! Enter some search terms. If can’t think of anything to search for right now, here are some keywords and phrases to try:

bullying	socialization	administration	multicultural
ability grouping	student attitudes	classroom environment	adult literacy

 - a) Use **quotation marks** to keep phrases together: “student attitudes”. Try some terms with and without the quotation marks to see the difference it makes in your results.
 - b) **Narrow your search** by entering additional terms in different search boxes. For example: enter *socialization* in the first search box and *adolescents* in the second box.
 - c) Add **limiters to your search** right from the start by checking the *Peer Reviewed* box. Keep in mind that if you add too many limits, you may get no results at all!

The screenshot shows the ERIC search interface. At the top, there are navigation links for 'Keyword', 'Thesaurus', and 'Indexes'. The search bar contains the terms 'socialization' and 'adolescents' with 'and' operators. A red box highlights the 'in' dropdown menu for the second search term, with an annotation: 'Another way to refine your search: use the drop-down menu here to select the field you want your keyword to appear in: subject, title, abstract, author, etc.' Below the search bar, there are 'Search Options' including 'Search modes' (Boolean/Phrase, Find all my search terms, Find any of my search terms) and 'Limit your results' (Full Text, Peer Reviewed, Date Published from, Educational Level, Intended Audience). A red circle highlights the 'Peer Reviewed' checkbox. Another red box highlights the 'Educational Level' dropdown menu, with an annotation: 'ERIC lets you limit by educational level. Select more than one group by holding down the Ctrl key as you make your selections.' The interface also includes fields for 'Journal Name', 'ERIC Number', 'Journal or Document', 'Publication Type', and 'Language'.

- e) Ready for the big time? Click on the **Thesaurus** link in the blue bar at the top of the page. This is where you can browse ERIC’s “controlled vocabulary”; the subject headings or “descriptors” used by ERIC to describe the content of each article in its database. These descriptors are extremely useful when you need to identify more (or better) keywords for your search. For example, you will find that ERIC uses “Developing Nations” rather than “Third World Countries” to describe articles on that topic.



f) Enter the term *emotions* in the search box and click on the Browse button. You are now browsing the list of descriptors used by ERIC. Since *Relevancy Ranked* has been selected, the “browser” will look for all terms closely associated with the term *emotions*. There is no ERIC heading called “emotions”, but you are directed to use the phrase “Psychological Patterns”.

g) Click on the link to Psychological Patterns to get the list of related terms, narrower terms and terms that the term “Psychological Patterns” should be used for when searching the ERIC database.

h) To do a search from the Thesaurus:

- Click on the check box in front of “Psychological Patterns”.
- Click on the Search button on the top of the page. It will take the search into the Advanced Search screen.
- Notice that **DE "Psychological Patterns"** now appears in the search box at the top of the page. The DE stands for descriptor and indicates that the search will retrieve only records for articles that have been assigned "Psychological Patterns" as a subject heading. Can you see how this type of searching is more precise than random keywords?



- Searching directly from the ERIC Headings page can get confusing. You may find it easier to write down the headings you want to try and then go back to the Advanced Search screen and type them in.
- Each database has its own controlled vocabulary! That means that headings from *ERIC* may not work in *SocINDEX* or *PsycINFO*. Look for the **Subject Headings** link in *SocINDEX* or the **Thesaurus** link in *PsycINFO*.

WORKING WITH RESULTS IN ERIC

Below is a search using DE “Psychological Patterns” and adding adolescents. Note that SU Descriptors has been chosen to limit the word adolescents to the descriptor field. (It’s just another way of doing things.) There are 821 records in the results list. Obviously this search needs more refining! You can add additional keywords to the search boxes. You can add more limits (Search Options). You can select one of the suggested subject headings to narrow your search.

The screenshot shows the EBSCO ERIC search interface. The search criteria are "DE 'Psychological Patterns'" and "adolescents" in the "SU Descriptors" field. The results list shows four entries with callouts:

- Callout 1: "This is an ERIC Document. At 297 pages, it may also be a book!" points to the first result: "Adolescent Sleep Patterns: Biological, Social, and Psychological Influences."
- Callout 2: "This is a journal article entry. Abstract only in ERIC. but note the full text options link." points to the second result: "Transitions and Turning Points: Navigating the Passage from Childhood through Adolescence."
- Callout 3: "This is another ERIC Document, but this one has the full text available through this link." points to the third result: "Inner World, Outer World: Understanding the Struggles of Adolescence."
- Callout 4: "Place your cursor over the magnifying glass for a preview of the abstract!" points to the magnifying glass icon on the fourth result: "Insight through Suffering: Cruelty in Adolescent Fiction about Boys."

Other annotations include a red circle around the "Narrow Results by" menu and a red circle around the "Search Options" link in the right sidebar.

1. Working with the **Results** of your search. Click on the title of one of the articles on the results list. Take a look at:

- Abstract:** this is a description of the article or document. Always read the abstract to determine if the article is really what you want.
- Major Subjects and Minor Subjects.** These are from the ERIC Headings file. You can often find more ideas for search terms here. If you click on one, the database will perform a search for all the articles with that subject heading.
- Look for these icons. They indicate the options available to you for saving or working with this citation. The icons mean, in order from left to right: Print, E-mail, Save a copy, Cite the article, Export (to RefWorks), Add to folder.
- If you click on the folder icon, you can store your favorite articles in the folder and then e-mail, save, export or print the entire contents of the folder for this search session. (See note about My EBSCOhost below.)



- e. Some articles are available directly from ERIC. If you see an HTML or a PDF icon or a link to Full Text from ERIC, you can click on it to get your article. Full-text articles can be printed, saved to your computer or e-mailed.
- f. If you don't see either of those links, click on the **Full Text Options** link to connect with Periodicals @ Foley and see if the article is available through another database.
- g. If it's not online at all, Periodicals @ Foley will let you know and provide you with the options to order the article through interlibrary loan (ILLiad).

My EBSCOhost - This is an optional account you may choose to have. If you're interested, click on **Sign In** in the upper right corner of the ERIC search screen and follow the directions to create your own My EBSCOhost account. This is a free service offered by EBSCO and it works in all EBSCO databases. If you are signed into your My EBSCOhost account, you can save search strategies, set up alerts and save the contents of your folder. *Note: If you are not signed into MyEBSCOhost, we recommend emailing or exporting the contents of the folder occasionally as you are searching. That way, if the power goes out or you accidentally exit the session, you will still have your results.*

FYI: There are online tutorials that can show you additional features of searching any of the EBSCO-hosted databases. You can find those by going to the Databases A to Z page and selecting EBSCO tutorials on the left navigational menu. At any time, you can click on the Help link in the upper right corner of the page. Of course, you can always call Foley Library 800-498-5941 and get help, too!

THIS IS REALLY IMPORTANT!!

The folks who work at Foley Library are a bunch of really nice, really helpful people. Please don't hesitate to contact us...

- ...when you have a question about using the library from off campus
- ...if you would like some guidance using the databases, the library catalog or ILLiad
- ...if you need help getting started with your research
- ...to set up an appointment to meet with a librarian in person or over the phone
- ...if you have an overdue book or a fine and need to know what to do about it
- ...if you're coming to campus and you just want to say "hi"

Please help me! If you noticed any errors or if you have suggestions on how to improve the next edition of this tutorial handout, contact me directly. Thank you! Theresa Kappus kappus@gonzaga.edu