

Searching Through James White Library (JWL)

This tutorial will demonstrate how you can search James White Library's resources. To begin, you need to define what type of need you have. For instance, you can have needs such as:

- Find articles on specific areas, subjects or topics.
- Find a specific issue of a Journal which you already know the Title OR you might want to browse the Table of Contents of a specific Journal issue.
- Need to find a specific article when you know the complete citation.
- Need a list of all the Journals about a subject (Leadership; Education...).
- Find Dissertations on a specific topic OR by Author OR by Title.
- Find libraries in your region or area where you can use their materials in-house.

Observation: At the end of this tutorial you will find links to orientations on how to search the databases.

Getting Started

Go to <http://www.andrews.edu/library> and you will see a page like this:



A. To Find Articles on Specific Areas, Subjects or Topics go to the icon "Find Articles" (1) and click on it You will then be prompted to a page like this:



James White Library Information Gateway

[Library Catalogs](#)

[Find Articles](#)

[List All Databases](#)

[Research Help & Online Reference](#)

[Adventist Resources](#)

[Internet Search Engines](#)

Find Articles

Finding articles is usually a two-step process.

1. To find an article in a periodical (magazine, journal or newspaper), you must first use an index.

Not sure which index to choose? Browse indexes by [Subject](#).

Already know which index you want to use? Browse indexes by [Title](#).

Where is a periodical title indexed? [Periodical Titles in OCLC FirstSearch](#)

Quick links to our most popular indexes.

[General Databases](#)

[Academic Search Complete](#)

[ATLA Religion Database](#)

[Current Contents](#)

[FirstSearch \(OCLC\)](#)

[Seventh-day Adventist Periodical Index](#)

2. Then check the Library holdings to see which periodicals are available.

What periodicals does JWL have? See [Periodicals A to Z](#)

Quick links to e-journal collections.

[American Chemical Society Web Editions](#)

[Association of Computing Machinery Digital Library](#)

[Blackwell Synergy](#)

[Institute of Physics Electronic Journals](#)

[JSTOR](#)

[Oxford Journals Online](#)

[Sage Publications](#)

[Springer LINK](#)

[Wiley Interscience Journals](#)

Newspaper Web sites:

[The Herald-Palladium Online](#) (St. Joseph-Benton Harbor, MI)

[The South Bend Tribune](#) (South Bend, IN)

[More newspapers...](#)





Periodical not available?

See [Interlibrary Loan](#) to find out how to get it.

Observation: The little square means that this is a licensed database and it requires verification of your user status through an e-mail account name. If you access this site from outside AU, the JWL system will ask your email and password before it will let you in.

1. Go to “Browse indexes by [Subject](#)” (1) and click on it. A “Subject Guide” page will appear in alphabetical order. Click on the Subject that comes closest to the topic you are searching. (i.e.) Education, Leadership, Management, Psychology, etc.). You can repeat the search for any number of subjects.

Once you have clicked on the Subject of your choice, a page containing the most relevant Databases for that subject will appear, for example, when I choose “Education” as my subject, the result screen looks like this:

DATABASES - prioritized	
1 ERIC - OCLC	<ul style="list-style-type: none"> •  use for Interlibrary Loan • 1966 - partially fulltext • indexes: journals, conferences, meetings, government documents, theses, dissertations, research reports, literature reviews, peer-reviewed materials, books and monographs
ERIC	<ul style="list-style-type: none"> • The Education Resources Information Center
Education Abstracts	<ul style="list-style-type: none"> • 1983 -  • sources: 550 periodicals, yearbooks • included: also government funding • updated: monthly • how to search OCLC
PsycINFO	<ul style="list-style-type: none"> • partially full-text  • 1887 - • how to search OCLC
Professional Collection	<ul style="list-style-type: none"> • full-text  • how to search GALE

Done

Observation: The Databases appear in order of their relevancy for that specific Subject. In this case, “ERIC” is the most relevant for the Subject “Education”.

2. To search for articles on a topic, click on “ERIC – OCLC”. (1) (OCLC is the name of the Vendor. OCLC has many other Databases). You can always come back and search the other Databases listed on this page.

Once you have clicked on “ERIC – OCLC” this is the page that you will be prompted to: (see next page, number 4).

It will automatically prompt you to the “Advanced Search” mode (1) so you can insert several key-words related to your topic or subject.

3. Insert the word “Leadership” in the first box (2) and the words “higher education” in the second box (3) as you see below. Use the appropriate Boolean operator to narrow or broaden the search (and, or, not) (4). Also select the fields to be searched using the drop down windows at the blue arrows on the right side. (5). You can select “Title”, “Author”, “Subject”, “Source” and many others.

You can limit or narrow the search by year of publication, document type, language, full text or not, and peer reviewed or not, amongst others. In this case, we want only Peer Reviewed articles (6) and Full text (7).

Observation: You can find a more comprehensive explanation on how to use this database at the end of this tutorial under the title “Database Searching”.

B. Find a Specific Issue of a Journal Which You Already Know the Title OR You Might Want to Browse the Table of Contents of a Specific Journal

If you already know the title of a Journal that you want to search, this is how you should proceed.

1. At the JWU’s website, click on the icon “Find Articles”. Go then to the link “Periodicals A-Z”, down about the middle of the page.

2. You can either click in a letter (1) to find a Periodical title which begins with that letter or even better, you can type the Journal title in the second box provided (2). In the first box, (3) you may type the complete title, (exact match), just the first word of the title, or any words that match the title.

The screenshot shows the 'Periodicals A-Z' search interface. At the top, there are navigation links: Catalogs, Articles, Databases, Online Reference, Resources, and Engines. Below this is a header with 'Periodicals A-Z' and a 'Help' link. The main text explains that the page is for searching or browsing for journal or newspaper titles available from the James White Library. It also mentions that access to many e-journals is restricted to enrolled students and faculty of Andrews University. The search section is titled 'Find a print or electronic journal by title or ISSN'. It contains two input boxes: the first is labeled 'Title begins with' and the second contains the text 'Journal of Education'. A small square box is located to the right of the second input box. Below the search boxes, there is a link for 'Citation Linker'. The 'Browse print and electronic journals by title' section is annotated with '1' and shows a list of letters from A to Z. The 'Browse e-journals by subject' section has a dropdown menu with the text '- Please select a subject category -'. Below this is a search box for keywords in e-journals and a list of subject categories including ABINFORM Global, Academic Search Complete, ACM Digital Library, AERA SIG Communication of Research, American Chemical Society Legacy Archives, American Chemical Society Web Editions, ATLA Religion Serials, and Bioline International. Annotations 1-4 are placed on the page: '1' points to the letter 'J' in the alphabetical list; '2' points to the 'Journal of Education' text in the second search box; '3' points to the first search box; and '4' points to the small square box next to the second search box.

3. After you've written the journal title or words of that Title, and in this case "Journal of Education" (2), click on the small square box (4) to go to the periodical or periodicals which have those words. A screen (on the next page) will pop up informing you if the James White Library holds this Journal in print. It will also inform you which databases provide full text access to this journal. In this case, JWL holds this Journal in print (1) and it can also be found full-text in EBSCO's Academic Search Complete (2). (See next page)

4. To find out which issues of this Journal (Journal of Education) JWL holds, click on the link "[James White Library Print Holdings](#)" (1) By clicking on the "[Academic Search Complete](#)" link (2) you can browse through the issues of that Journal.

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 begins with

- Please select a subject category -

30 records retrieved for the search: Title begins with "Journal of Education"

- Journal of education (Boston, Mass.)** (0022-0574) [Look up Article](#) [More full text options](#)
 from 1947,1949-1950,1953-1958,1972 to present in [James White Library Print Holdings](#) ← 1
 from 02/01/1975 to present in [Academic Search Complete](#) ← 2
- Journal of education & Christian belief** (1366-5456) [Look up Article](#) [More full text options](#)
 from 04/01/2002 to present in [Academic Search Complete](#)
- Journal of education and human development** [Look up Article](#) [More full text options](#)
 from 2007 to present in [Open J-Gate](#)
- Journal of education and work** (1363-9080) [Look up Article](#) [More full text options](#)
 from 10/01/1998 to 1 year ago in [Academic Search Complete](#)
- Journal of education finance** (0098-9195) [Look up Article](#) [More full text options](#)

C. Need to Find a Specific Article When You Know the Complete Citation or Only Parts of it, Such as Author or Title of the Article.

When you need to find a specific article and you already have some information about it (that is, you know the author, and/or the title you should:

If you only know the author. (Robinson, Richard D.) First, you should decide the best possible Subject. Go to "Find Articles" at the JWJL's home page. Go to "Browse indexes by subject" link. Choose the subject from the list offered. Choose one of the databases listed. (Usually the first one is the best). Let's say you chose "Education" as your subject, and you picked the first database, which is ERIC.

Type the author's name in the first box provided on the Advanced Search screen and you will see the results as shown in the page below. Make sure you include quotation marks before and after the name, like this "Robinson, Richard D." (Otherwise it will "pick" the names separately and you might get, for example, an author with the name Robinson, Mary or Stephen, Richard). Also make sure that you select "Author" from the drop down menu which is the box on the right, by clicking on the blue arrow small box. (The results for this search are shown below, with several articles written by Robinson, Richard D.

This is a very useful search because it allows you to search all the articles and books written by this author which were indexed by the Database that you are using. If unable to find by author's full name, try last name, First initial because author entries vary from database to database.

The screenshot shows the ERIC database search results page. At the top, there are navigation tabs: Home, Databases, Searching, Results, and Resource Sharing. Below these are links for Staff View, My Account, Options, Comments, Exit, and Hide tips. The search results section shows 'ERIC results for: au: Robinson, w Richard w D..' and 'Records found: 36'. There are buttons for Sort, Related Subjects, Related Authors, Limit, E-mail, Print, Export, and Help. Below the search results, there are tabs for 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records'. The main content area displays a list of search results, each with a checkbox, a title, author information, document type, and accession number. The results are:

- [Issues and Innovations in Literacy Education: Readings from "The Reading Teacher"](#)
Author: Robinson, Richard D., Ed. No. of Pages: 240 Source: International Reading Association
Document: Document (ED)
Accession No: ED491840 [See more details for locating this item](#)
- [The Impact of the "Journal of Reading Behavior" on Reading Scholarship.](#)
Author: McKenna, Michael C.; Robinson, Richard D. Source: Journal of Literacy Research v31 n1 p93-104 Mar 1999 Doc. Type: Article (E1) Accession No: E3648595 [Libraries Worldwide](#): 696 [ANDREWS UNIV](#) [See more details for locating this item](#)
- [Classics in Literacy Education: Historical Perspectives for Today's Teachers.](#)
Author: Robinson, Richard D. No. of Pages: 147
Document: Document (ED)
Accession No: ED458568 [See more details for locating this item](#)
- [Issues and Trends in Literacy Education. Second Edition.](#)
Author: Robinson, Richard D., Ed.; McKenna, Michael C., Ed.; Wedman, Judy M., Ed. No. of Pages: 342
Document: Document (ED)
Accession No: ED448438 [See more details for locating this item](#)
- [Literacy and the Pendulum of Change: Lessons for the 21st Century.](#)
Author: Robinson, Richard D.; Baker, Elizabeth; Clegg, Luther Source: Peabody Journal of Education v73 n3&4 p15-30 1998 Doc. Type: Article (E3) Accession No: E3588802 [Libraries Worldwide](#): 1194 [ANDREWS UNIV](#) [View Full Text in PDF format \(WilsonSelectPlus\)](#)
[View Full Text in HTML format \(WilsonSelectPlus\)](#)
- [Historical Sources in U.S. Reading Education, 1900-1970: An Annotated Bibliography.](#)

If you only know the article title: Proceed in the same way, only this typing the actual words of the title in the boxes provided on the Advanced Search screen Make sure to change the settings to “Title” on the boxes on the right side using the blue arrow drop down menu. Also make sure that you use “and” in the drop down window on the left side.

You can use a combination of the information on the citation to find the specific article. At the Advanced Search mode of the database you can write the periodical title in the first box, setting it for “SOURCE” in the drop down menu (blue arrow on the right side). In the second box you can write down the author’s name, setting it for “AUTHOR” not needed and can use one or two words from the title, setting it for “Title” in the drop down menu with the blue arrow. Set all the Boolean operators to “And” on the left side. This will narrow the search to that specific article.

D. Need a List of Journals About a Specific Subject (Leadership; Education...).

There are several options to search for a list of Journals on a specific topic.

1. Search using the Library’s Catalog to find print Journals available at JWL

On the JWL’s home page, go to “Search Library Catalog” (1) on the right side. Change the setting to “Periodical Title” drop down menu. (2). Type a keyword in the box below (3) and hit GO. A list of periodicals owned by the Library that begin with the words in its title will be retrieved as shown on the page below. In this case, the keyword used is Leadership.

1

Search Library Catalog

Periodical Title **2**

Leadership **3**

System Sorted

Periodicals

[Search EDRA Catalog](#)

[Campus Libraries](#)

[Hours](#)

[Events & Workshops](#)

[Meeting Room Reservations](#)

[Course Reserves](#)

[MyLibrary Circulation Record](#)

[For Off-Campus Students](#)

[For Faculty](#)

[For Alumni](#)

[SAIL](#)

[Friends of the Library](#)

[Library Catalogs](#)

[Find Articles](#)

[List All Databases](#)

[Research Help & Online Reference](#)

[Adventist Resources](#)

[Internet Search Engines](#)

[Need Help? Contact Us](#)

[MeL.Cat](#)

[Library Services](#)

This is the result of the search. There are 22 periodicals with the word “Leadership” on its title.

PERIODICAL TITLE Leadership View Entire Library Catalog System Sorted Sort Search

Limit search to available items

Save Marked Records Save All On Page

Num	Mark	PERIODICAL TITLES (1-22 of 22)	Year	Entries Found
1	<input type="checkbox"/>	Leadership : Leadership : a practical journal for church leaders	c1980-	1
2	<input type="checkbox"/>	Leadership 100 : Leadership 100 : a publication of Christianity Today, Inc	c1982-	1
3	<input type="checkbox"/>	Leadership 100 A Publication Of Christianity Today Inc Comprehensive : Leadership 100 : a publication of Christianity Today, Inc [Comprehensive]		1
4	<input type="checkbox"/>	Leadership A Practical Journal For Church Leaders Comprehensive : Leadership : a practical journal for church leaders [Comprehensive]		1
5	<input type="checkbox"/>	Leadership And Amp Organization Development Journal Comprehensive : Leadership & organization development journal [Comprehensive]		1
6	<input type="checkbox"/>	Leadership Burlingame Calif : Leadership	2000-	1
7	<input type="checkbox"/>	Leadership Burlingame Calif Comprehensive : Leadership (Burlingame, Calif.) [Comprehensive]		1
8	<input type="checkbox"/>	Leadership Carol Stream Comprehensive : Leadership (Carol Stream) [Comprehensive]		1
9	<input type="checkbox"/>	Leadership Dans Les Services De Ante : Leadership in health services = Leadership dans les services de sante	1992-	1
10	<input type="checkbox"/>	Leadership Excellence Comprehensive : Leadership excellence [Comprehensive]		1
11	<input type="checkbox"/>	Leadership For Sda Education : Leadership for SDA education		1

2. Search “Periodicals A to Z with specific keywords of the title

Go to the link “Periodicals” on the left side of the JWL’s home page. It is the first link. After clicking on it you can set the box on the left for “Title contains all words” using the drop down window (blue arrow) (1) and write the words, for instance, Educational Leadership on the box on the right side (2). (See page below)



James White Library Information Gateway

[Library Catalogs](#)

[Find Articles](#)

[List All Databases](#)

[Research Help & Online Reference](#)

[Adventist Resources](#)

[Internet Search Engines](#)

Periodicals A-Z

Periodicals A-Z | [Help](#)

Use this page to search or browse for journal or newspaper titles available from the James White Library either in print or electronic formats.

By contractual agreement with the provider, access to many e-journals is restricted to enrolled students and faculty of Andrews University. Your user name and password will enable access to such titles from off-campus.

Find a print or electronic journal by title or ISSN

1 → educational Leadership 2

3 →

If you have a citation and want full text, try [Citation Linker](#)

Browse print and electronic 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](#)

When you hit the small square on the right, (3) you will retrieve the results. In this case, the system retrieved 7 records, that is, 7 different periodicals with the words “Educational” and “Leadership” in its title as can be seen below.

This type of search strategy will indicate if the JWL holds this periodical in print and in which databases the particular Journal is available full-text Clicking on any of the links provided will prompt you to either the search screen of the database or the list of issues of for that specific Journal, depending on the database selected.

Customize Links Free Hotmail Windows Marketplace Windows Media [LU James White Library I...](#) [LU James White Library I...](#)

7 records retrieved for the search: **Title contains all words "educational Leadership"**

Educational leadership (0013-1784) [Look up Article](#) [More full text options](#)
 from 1943 to present in [James White Library Print Holdings](#)
 from 10/01/1974 to present in [Academic Search Complete](#)
 from 01/01/1996 to present in [Wilson Select Plus](#)

Educational management administration & leadership : journal of the British Educational Leadership, Management & Administration Society (1741-1432) [Look up Article](#) [More full text options](#)
 from 2004 to 2006 in [James White Library Print Holdings](#)

Educational management, administration & leadership (1741-1432) [Look up Article](#) [More full text options](#)
 from 01/01/1999 to present in [EBSCOhost EJS](#)
 from 01/01/2004 to present in [SAGE Premier 2007](#)

International Journal of Urban Educational Leadership [Look up Article](#) [More full text options](#)
 from 2006 to present in [AERA SIG Communication of Research](#)

Journal of cases in educational leadership [Look up Article](#) [More full text options](#)
 from 03/01/1999 to present in [SAGE Premier 2007](#)

Journal of women in educational leadership (1541-6224) [Look up Article](#) [More full text options](#)
 from 07/01/2006 to present in [Wilson Select Plus](#)

Thrust for educational leadership (1055-2243) [Look up Article](#) [More full text options](#)
 from 1972-1974, 1990 to 2000 in [James White Library Print Holdings](#)
 from 01/01/1994 to 05/31/2000 in [Academic Search Complete](#)
 from 01/01/1996 to 05/01/2000 in [Wilson Select Plus](#)

3. To Browse journals by subject

Go to the link “Periodicals” on the left side of the JWL’s home page. It is the first link. Scroll down to the box under “To Browse e-journals by subject.” Click on the arrow to see broad subject headings on the drop down menu. (1) Choose a Heading that best fits your search and click on it for instance “Social Sciences”.

[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](#)

Browse e-journals by subject

Social Sciences

Search for keywords in e-journals

- ◆ [AB/INFORM Global](#)
- ◆ [Academic Search Complete](#)

Then click on the small box to the side (2) and a list of more specific topics will be shown, as can partially be seen below.

Subject Headings in Social Sciences

- ◆ Anthropology
 - ◇ [Anthropogeography & Human Ecology \(14\)](#)
 - ◇ [Anthropology - General \(110\)](#)
 - ◇ [Folklore \(19\)](#)
 - ◇ [Manners & Customs \(2\)](#)
 - ◇ [Physical Anthropology \(13\)](#)
 - ◇ [Prehistoric Anthropology \(4\)](#)
 - ◇ [Social & Cultural Anthropology \(41\)](#)
- ◆ Education 1
 - ◇ [Book Studies & Arts \(54\)](#)
 - ◇ [College & School Publications \(41\)](#)
 - ◇ [Education - General \(318\)](#)
 - ◇ [Education, Special Topics \(193\)](#)
 - ◇ [Educational Institutions \(4\)](#)
 - ◇ [History of Education \(52\)](#) 2
 - ◇ [Student Fraternities & Societies - U.S. \(7\)](#)
 - ◇ [Theory & Practice of Education \(547\)](#)
- ◆ Gender & Ethnic Studies
 - ◇ [Ethnic & Race Studies \(202\)](#)
 - ◇ [Gay & Lesbian Studies \(16\)](#)
 - ◇ [Gender Studies & Sexuality \(120\)](#)
- ◆ [Library & Information Science \(300\)](#)
- ◆ [Parapsychology & Occult Sciences \(9\)](#)
- ◆ [Psychology \(478\)](#)
- ◆ [Recreation & Sports \(204\)](#)
- ◆ [Social Sciences - General \(247\)](#)
- ◆ Social Welfare & Social Work
 - ◇ [Child & Youth Development \(106\)](#)

E. Find Dissertations on a Specific Topic OR by Author OR by Title

If you want to find a specific dissertation or want to search dissertations by subject, first click on the icon “Find All Databases” on the JWL’s web page. Then click on the link “Dissertation Abstracts” on the left side of the page. This will prompt you to ProQuest’s Database for Dissertations. If needed, change the settings to the “Advanced Search” mode on the top. It is an orange folder right under the word “ProQuest” (top left).


For instructions on how to use the database, refer to the Section F “Database Searching” of this Guide below.



F. Database Searching

The JWL homepage offers several instruction guides on how to search a database.

1. Go to “Find Articles”. Click on “Browse Indexes by Subject” (The first link). Then click on the subject that interests you from the Subject Guide List that is shown.

A list of Databases will show as below. If you look at “Education Abstracts” you will find “How to search OCLC” on the right column. (1) When you click on that it will prompt you to a Tutorial on how to use that specific database.

 Licensed databases access limited to enrolled students and faculty of Andrews University.

DATABASES	- prioritized
ERIC - OCLC	<ul style="list-style-type: none">•  use for Interlibrary Loan• 1966 - partially fulltext• indexes: journals, conferences, meetings, government documents, theses, dissertations, research reports, literature reviews, peer-reviewed materials, books and monographs
ERIC	<ul style="list-style-type: none">• The Education Resources Information Center
Education Abstracts	<ul style="list-style-type: none">• 1983 - • sources: 550 periodicals, yearbooks• included: also government funding• updated: monthly• how to search OCLC 2
PsycINFO	

1. Or on the JWL Homepage you may go to the icon “Research Help & Online Reference” on the library’s main page.

Scroll down to “Research Guides” and click on “How to Search Databases”, and you will see a page that will list the most important databases with links to tutorial.

How to Search Databases		
All search guides are in .pdf format and require Adobe Acrobat Reader for viewing and printing. Please allow several minutes for downloading.		
Database System	File Size	Indexes, Catalogs, and Other Resources in System
ABC-CLIO (updated)	5 pages, 724K	America: History and Life
CCH Internet Tax Research NetWork	5 pages, 8.45MB	CCH Internet Tax Research NetWork
Current Contents (updated)	7 pages, 12.54MB	Agriculture, Biology & Environmental Sciences; Social & Behavioral Sciences; Physical, Chemical & Earth Sciences
EBSCO (updated)	5 pages, 10.7MB	Academic Search Elite
Gale Group (updated)	4 pages, 10.86MB	General Reference Center Gold, Health Reference Center-Academic, InfoTrac Custom 120 Full Text Newspapers, Kids' Edition, Michigan Newspapers
JSTOR (updated)	6 pages, 16.73MB	JSTOR
	5 pages	

3. Go to the icon “Research Help & Online Reference on the library’s main page. Scroll down to “TUTORIALS”(1). There you will find several useful tutorials such as “Using Google Scholar”, “Periodicals A-Z” and “The Library Primer”.

Research Help and Online Reference

Research Services Tutorials Research Guides Lecture Notes Online Reference Shelf

Research Services	Description
Ask a Librarian	Ask a librarian for help via e-mail
CREDO Reference	General reference for all. Its full-text, aggregated content covers every major subject.
Make an Appointment with a Librarian	This service is intended for Andrews University students - faculty - and staff
Information Services	Help with research questions when you need it (daytime and evenings)
Interlibrary Loan Policy	Borrow books and article from other libraries through JWL
Workshops	Free workshops for students - staff - and community are offered every semester

Tutorials	Description
Getting Started	Video tutorial for off-campus students [3.2M]
Using Google Scholar	How to use Google Scholar from James White Library
Periodicals A-Z	Video tutorial showing how to find articles from a citation [8.0M]
Library Web page overview	Video tutorial showing how to find resources from the Library home page
The Library Primer	Learn how to use the James White Library online
The Michigan Colleges Foundation Information	Learn the principles of online searching
Literacy Tutorial	The following CD ROMs are available for checkout from the Mary Jane Mitchell

G. How to ask for Inter-Library Loan (ILL)

1. On the JWL's web page, click on the link "For Off-Campus Students" on the left side
2. Then click on the link "Request Articles and More", also on the left side.
3. Scroll down to "Requests" and click on "Request an Article" or "Request a book" which ever is the case. You will be prompted to fill an online form. One side asks for "Patron Information" and the other side for "Bibliographic Information" as the example below.

James White Library University

Interlibrary Loan Request

Please complete as accurately as possible. * Required fields

Patron Information		Bibliographic Information	
*Name (Last, First):	<input type="text"/>	Type of Request:	Book <input type="button" value="v"/>
*Dept:	Make Selection <input type="button" value="v"/>	Journal/Book Title:	<input type="text"/>
*Status:	Make Selection <input type="button" value="v"/>	Book Author:	<input type="text"/>
*Andrews ID:	<input type="text"/>	Book Imprint/Year:	<input type="text"/>
*Andrews Email:	<input type="text"/>	Book Edition:	<input type="text"/>
*Address:	<input type="text"/>	Article Title:	<input type="text"/>
Fax:	<input type="text"/>	Article Author:	<input type="text"/>
*Phone:	<input type="text"/>	Vol, No, Date:	<input type="text"/> <input type="text"/> <input type="text"/>
		Pages:	<input type="text"/>
		Verified:	<input type="text"/>
		ISBN/ISSN:	<input type="text"/>

Be sure to identify your Department (ex. Edu-Dist.Ed.) and status (ex. Grad).

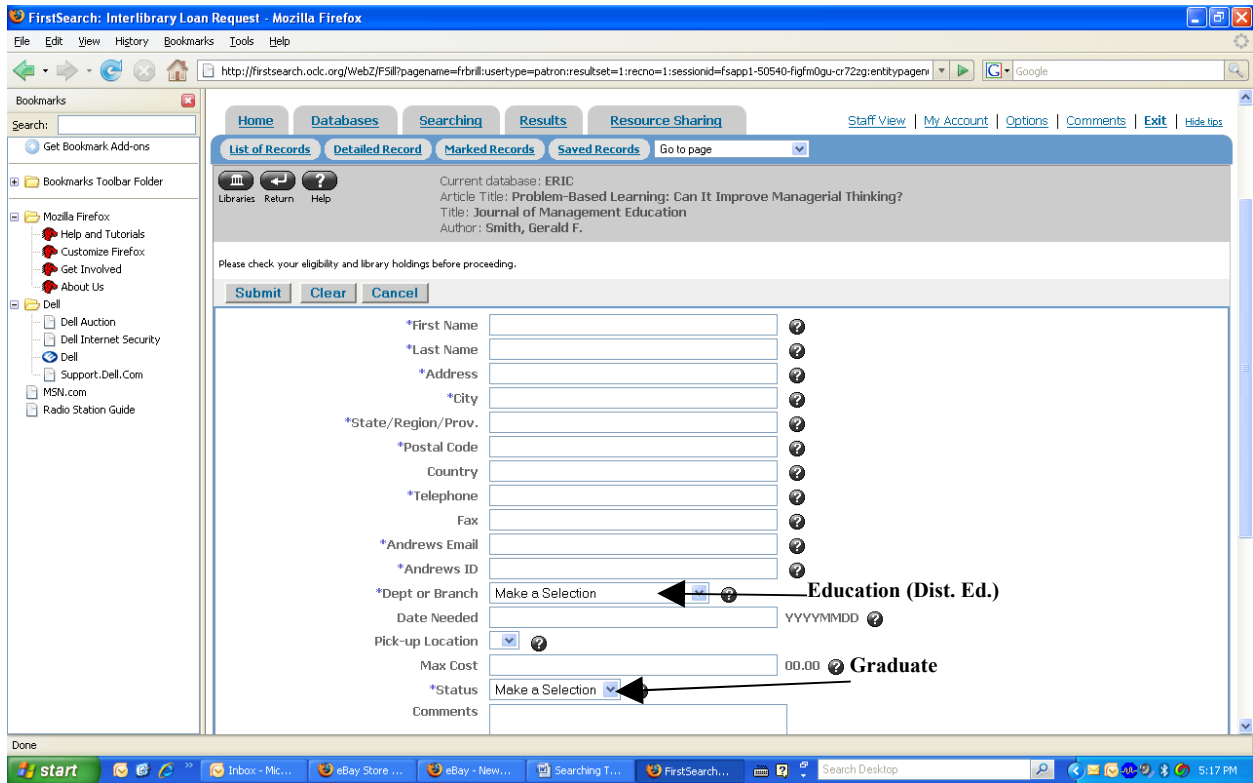
All of the databases indexed by OCLC (FirstSearch) will give you the option of requesting an article through the JWL's Inter-library Loan System. Once you have retrieved a full record of an article as shown in the page below, click on the ILL link (1) on the top of the page and a form will be provided for you to fill and submit.

Please check availability first by clicking on "Search Full Text." If not available in full-text, then click ILL from the bibliographical record. If available this method is preferred. Use the ILL form from the Off-campus web site only for the following purposes: (a) if article is not in any database or freely available on the Web and (b) for books held by JWL for student with a US address.

Please submit no more than 10 requests within the same week and please only submit what is not available to you.

The screenshot displays a library database interface. At the top, there are navigation tabs: Home, Databases, Searching, Results, and Resource Sharing. Below these are sub-tabs: List of Records, Detailed Record, Marked Records, and Saved Records. A search bar contains the text "Electronic Collections Online results for: kw: leadership. F". A toolbar includes icons for Libraries, ILL, E-mail, Print, Export, and Help. The ILL icon is highlighted with a red arrow and the number 1. The record details include:

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- Source:** *Worldviews on Evidence-Based Nursing* 5, no. 1 (2008): 1-2
- Additional Info:** Blackwell Publishing; 20080301
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- DOI:** 10.1111/j.1741-6787.2008.00111.x
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H. OAISTER

Oister is a Directory of Open Access repository that gives you access to articles and papers indexed by private or public institutions in their own databases.

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You will find a Tutorial on how to search using Google Scholar at the JWL’s website. Click on the icon ‘Research Help and Online Reference’. Then, under “Tutorials” click on “Using Google Scholar”.