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:
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:
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 JWL’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.

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.
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 JWL’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.
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 the title will be retrieved as shown on the page below. In this case, the keyword used is Leadership.
This is the result of the search. There are 22 periodicals with the word “Leadership” on its title.

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)
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.

7 records retrieved for the search: Title contains all words “educational Leadership”

Educational leadership (2014-1792) [Lookup Article] More full text options
from 1943 to present in James White Library Print Holdings
from 1980/01/1974 to present in Academic Search Complete
from 01/01/1998 to present in Wilson Select Plus

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

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

from 2006 to present in AERA SIC Communication of Research

Journal of cases in educational leadership [Lookup Article] More full text options
from 03/01/1999 to present in SAGE Premier 2007

Journal of women in educational leadership (1654-0224) [Lookup Article] More full text options
from 07/01/2008 to present in Wilson Select Plus

Thrust for educational leadership (1955-2245) [Lookup Article] More full text options
from 01/01/1984 to 09/30/2000 in Academic Search Complete
from 01/01/1996 to 09/30/2000 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”.

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 (15)
  - Manners & Customs (2)
  - Physical Anthropology (13)
  - Prehistoric Anthropology (4)
  - Social & Cultural Anthropology (41)
- Education
  - Book Studies & Arts (54)
  - College & School Publications (41)
  - Education - General (318)
  - Education - Special Topics (103)
  - Educational Institutions (4)
  - History of Education (52)
  - Student Fraternities & Societies - U.S. (1)
  - Theory & Practice of Education (547)
- Gender & Ethnic Studies
  - Ethnic & Race Studies (20)
  - Gay & Lesbian Studies (10)
  - Gender Studies & Sexuality (120)
- Library & Information Science (300)
- Parapsychology & Occult Sciences (9)
- Psychology (578)
- Recreation & Sports (204)
- Social Sciences - General (247)
- Social Welfare & Social Work
  - Child & Youth Development (106)
If you choose “Education”, (1) and the link for History of Education” under it, (2), a list of periodicals (next page) on that field or subject will be retrieved, indicating both the ones that JWL holds in print and also the databases which providing a link to access the Journal provided access to full text for that specific database.

4. If you have a citation and want full text, try “Citation Linker

Go to the link “Periodicals” on the left side of the JWL’s home page. It is the first link. Then click on the Citation Linker (Article Linker) and fill the appropriate reference information requested. Once it is done, click “Look Up” and the system will find a full text version of the citation.
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.

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.

<table>
<thead>
<tr>
<th>Database System</th>
<th>File Size</th>
<th>Indexes, Catalogs, and Other Resources in System</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC-CLIO (updated)</td>
<td>5 pages, 724K</td>
<td>America, History and Life</td>
</tr>
<tr>
<td>CCH Internet Tax Research Network</td>
<td>5 pages, 8.45MB</td>
<td>CCH Internet Tax Research Network</td>
</tr>
<tr>
<td>Current Contents (updated)</td>
<td>7 pages, 12.54MB</td>
<td>Agriculture, Biology &amp; Environmental Sciences, Social &amp; Behavioral Sciences, Physical, Chemical &amp; Earth Sciences</td>
</tr>
<tr>
<td>EBSCO (updated)</td>
<td>5 pages, 10.7MB</td>
<td>Academic Search Elite</td>
</tr>
<tr>
<td>JSTOR (updated)</td>
<td>6 pages, 16.78MB</td>
<td>JSTOR</td>
</tr>
</tbody>
</table>

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”.
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

<table>
<thead>
<tr>
<th>Patron Information</th>
<th>Bibliographic Information</th>
</tr>
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<tbody>
<tr>
<td><strong>Name(Last, First)</strong></td>
<td><strong>Type of Request</strong></td>
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<td><strong>Dept</strong></td>
<td><strong>Jouurnal/Book Title</strong></td>
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<tr>
<td><strong>Status</strong></td>
<td><strong>Book Author</strong></td>
</tr>
<tr>
<td><strong>Andrews ID</strong></td>
<td><strong>Book Imprint/Year</strong></td>
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<tr>
<td><strong>Andrews Email</strong></td>
<td><strong>Book Edition</strong></td>
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<tr>
<td><strong>Address</strong></td>
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<td><strong>City</strong></td>
<td><strong>Article Author</strong></td>
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<td><strong>State</strong></td>
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<td><strong>ZIP</strong></td>
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<td><strong>Phone</strong></td>
<td><strong>ISB/SSIN</strong></td>
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</tbody>
</table>
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 provider or 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.
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. Simply go to the www site www.oaister.org and you can search for Repositories, Repository Contents, and Repository Statistics.

I. Google Scholar
Go to the Google browser and on the top, click on the “More” link and than on “Scholar”. Type key words as usual and the system will retrieve academic materials. (www.scholar.google.com)
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”.