Volume

1

PSYCHOLOGICAL STUDIES INSTITUTE

Library Information Resource Guides

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PSYCHOLOGICAL STUDIES INSTITUTE

Library Information Resource Guides

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Chapter 1

Introduction to library resources

To save you time we have compiled a short tutorial containing information about our research resources, where to find them and how to use them. We have included information on PSI Library's Catalog system, EBSCOhost, Galileo, and ProQuest.

RESOURCES
PSI Library Catalog
EBSCOhost
Galileo
ProQuest

Access: This tutorial explains how to access the research resources online, in our library and at home.

Searching: We explain how to perform searches in each research resource using images to guide you through the process.

Understanding: The combination of images and text help you understand how the databases work, how a search functions in order to help expedite your research process while informing you of the most efficient and effective way to find psychological, counseling, and religious research.

Results: Following this tutorial you will enable you to locate the research resources you need in a timely and efficient manner.

Chapter 2

Using the Library Catalog

To access the catalog open internet explorer or your favorite web browser and in the address bar type http://library.psy.edu. This will take you to the PSI library catalog home page where you can begin the search process.

Selecting your location

The first page of the library search page will present you with options for searching either PSI Atlanta or PSI Chattanooga. Select the campus you wish to search. Keep in mind you can change your option or search both campuses later on in your search if you wish.

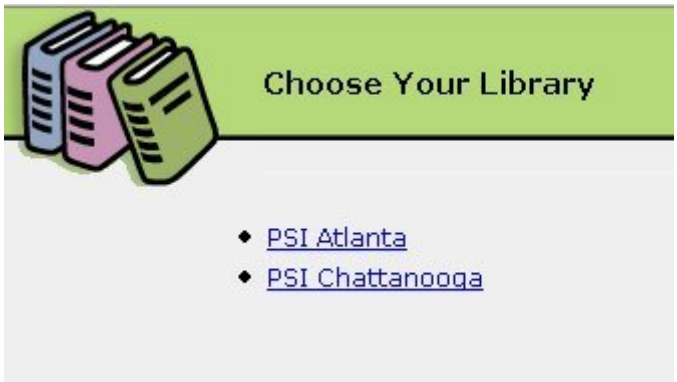

Figure 2.1 CHOOSE THE LIBRARY (ATLANTA OR CHATTANOOGA) YOU WANT TO SEARCH)

Performing a Quick Search

When you have selected the campus to search you will first be presented with the simple search option. The simple search option allows you to search for a word or phrase of your choice in either the Title, Author, Subject, or Keyword. The quick search is a good place to begin if you either know the Title of a book or the author's name or for a broad search to topics. To begin your quick search simply type your word or phrase into the empty text box and click "Search".

Choose Atlanta or Chattanooga to begin search

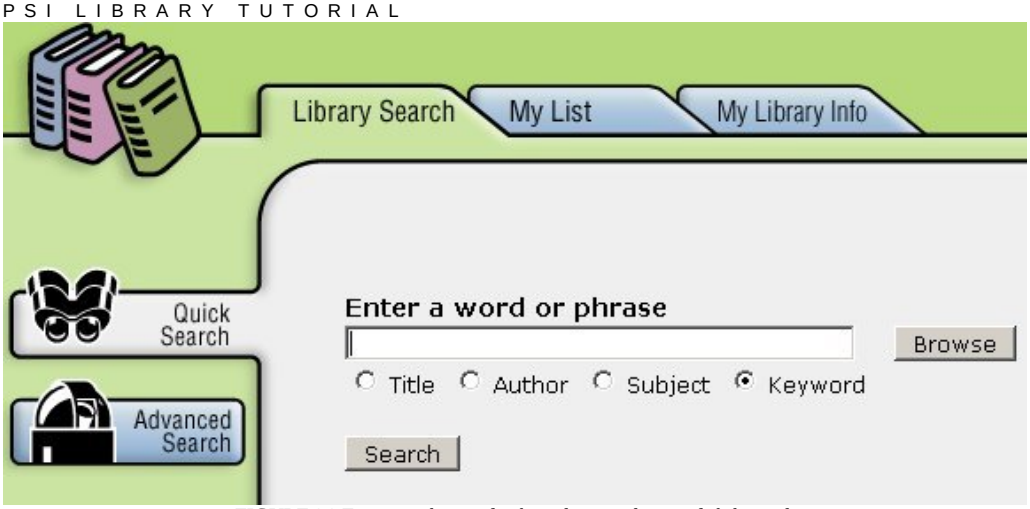

FIGURE 2.2 Enter your keyword, title, author or subject and click search

Enter keyword or phrase and click search

While performing a quick search you can also enter your title, author, subject, or keyword and click the browse button to view other search terms and words that may help broaden your search if necessary.

Performing a n Advanced Search

To begin an advanced search you will need to click on the "Advanced Search" icon located on the left side of your screen under the Quick Search icon.

A quick search will enable you to search for more than one idea including both a book's title, subject, and author (or any combination thereof) all at the same time in order to render a more accurate search.

Enter multiple words or phrases, choose options then click search

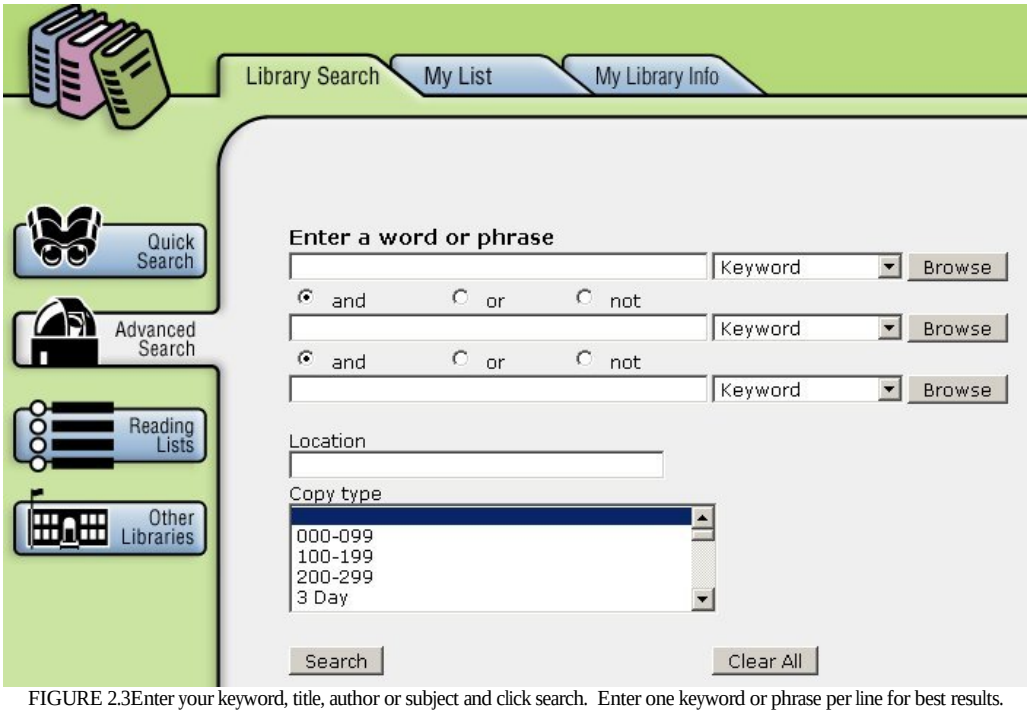

FIGURE 2.3Enter your keyword, title, author or subject and click search. Enter one keyword or phrase per line for best results.

When doing an advanced search you can use the advanced search options to optimize your search. By using the "and, or, not" radio buttons you can narrow your search. These options work by telling the computer how to combine your two lines of text.

The NOT function

The NOT function allows you to search for one search term while excluding other terms from the search. For instance, if you are searching for anxiety and receive too many hits and you notice that many of the results are focusing on depression more than anxiety you can do a search for "anxiety" in the first line of text "depression in the second line of text" and select the "NOT" radio button. This will force the computer to return all books having to do with anxiety but will exclude all books having to do with depression.

The OR function

The OR function allows you to search for either the first search term OR the second. Your results will include books that include either the first OR the second term but not necessarily both terms. For instance, you may want to find all books related to either treatment of anxiety OR diagnosis of anxiety. This search would mean you would type "anxiety" in the first blank (check the AND box), treatment in the second text box (check the OR box), then diagnosis in the third text box. This search would find all books on anxiety that contain information on either diagnosis OR depression but not necessarily diagnosis AND depression.

The AND function

The AND function allows you to link search terms and require that search results include BOTH terms. For instance, you may want to find books that contain information on both diagnosis AND treatment of anxiety. In this case you would type "anxiety", "diagnosis", "treatment" (one word per text box) and be sure to check the AND radio button. This will yield results containing books that have information on anxiety which include diagnosis AND treatment information.

Location and Copy Type

Please note that the "Location" and "Copy Type" options should be left to their defaults. If you want to search at another library please use the "Other Libraries" tab (see below for more details).

Searching other Libraries

If you want to change the location of your library search or search both Chattanooga and Atlanta campus collections click on the Other Libraries tab located on the bottom left hand side of your screen. This will allow you to perform an advanced search of both the Atlanta and Chattanooga campuses.

Check Atlanta and/or Chattanooga before performing advanced search

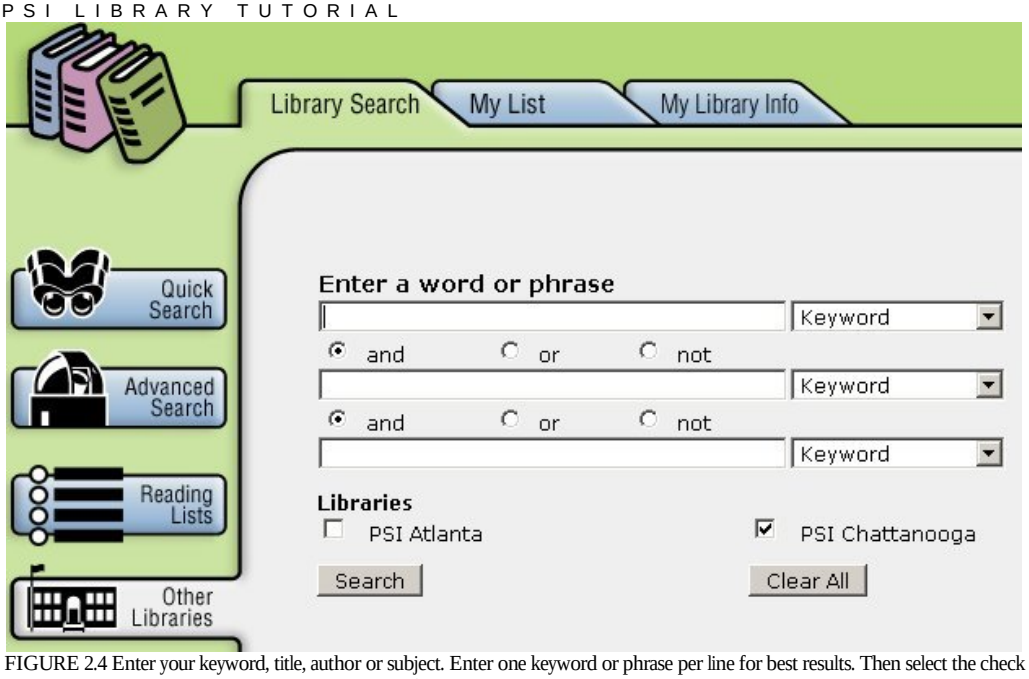

FIGURE 2.4 Enter your keyword, title, author or subject. Enter one keyword or phrase per line for best results. Then select the check box of the campus you wish to search.

Search Results

Your search results will give you all the information you need to locate the item you are searching for as well as a wealth of information in helping you continue your search for more relevant material. The search results will provide you with the author's name, call number, year of publication, other related search terms and subject headings, as well as information on the book's check out status (In or Out). You also have the option to add the book to your book list to be printed later.

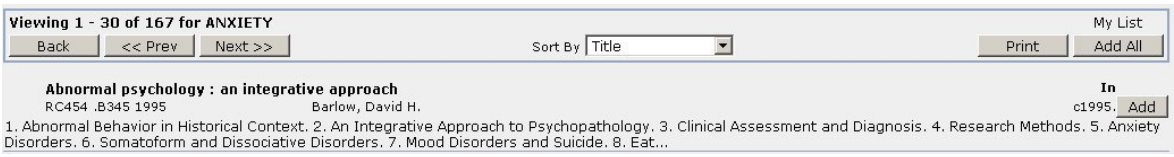

FIGURE 2.5 Click on the book title (i.e. Abnormal psychology: an integrative approach) to view the item's full listing or click "Add" to add it to your book list.

Browsing the search results

When presented with multiple pages of search results you will need to use the "Prev", "Next" or "Back" buttons in the top left of your screen to scroll through the search result pages. These will advance your search one page at a time either forward or backward.

Viewing an item's information

Simply click the book's title to view the book's specific information and learn more about the item including call number (for locating the item), Copy Status (How many copies and whether they are in or out), Title, Author, Summary of item, subject headings, notes, publisher, ISBN, and other descriptive information available. You can add the book to your list here as well by clicking the "Add to list" button in the top right of your screen.

Call Number
Add to my list
In or Out
Title
Author
Subject Headings

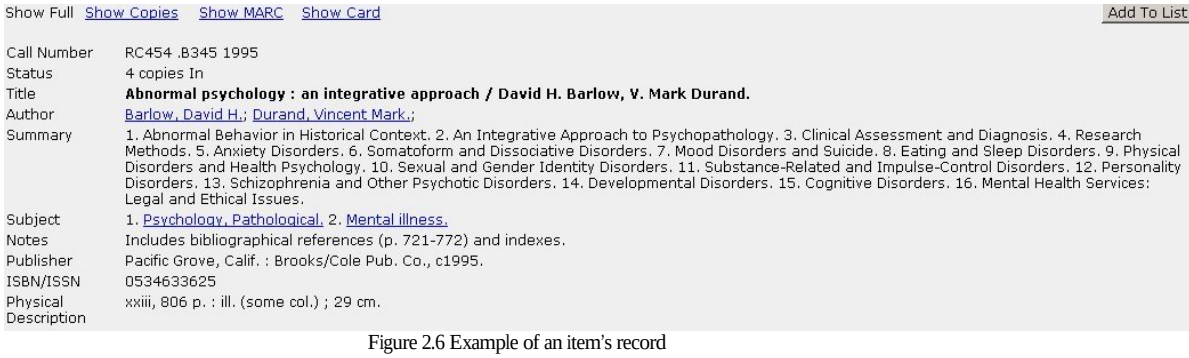

Figure 2.6 Example of an item's record

Sort by

You can choose to sort your results by either Title, Author, Call number, or publication date. Sorting by call number will help you locate books within a similar subject.

Print

Using the "Print" button to print a list of ALL results. This will convert the results into a printer friendly mode to expedite printing.

Add

The "Add" button will add the particular book to your book list and allow you to access the book's information or print your customized book list when you have completed your search.

My List

My list allows you to add books to your list throughout your search to be accessed at the completion of your search. Simply click on the "My List" icon at the top of your screen at the conclusion of your search to view all items that you have added to your list. This screen works identically to the search results screen (Refer to search results for more details).

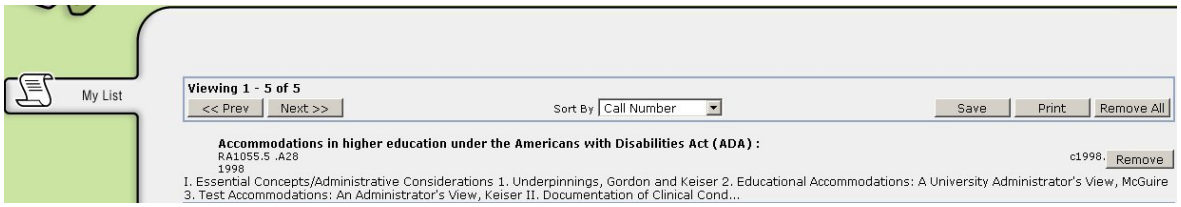

FIGURE 2.7 Example of My List

Chapter

3

Using EBSCOhost

To access the EBSCOhost open internet explorer or your favorite web browser and in the address bar type http://search.epnet.com This will take you to EBSCOhost's homepage. If you are on campus you will automatically be admitted to the website. If you are searching from home you will be asked for a username and password. You may acquire this username and password from your librarian.

Selecting your databases

1. Upon entering EBSCOhost you will be presented with a screen asking you to choose your databases. By selecting EBSCOhost databases this will allow you to perform searches in more than one database at a time. If you are performing a general search click on EBSCOhost Databases. If you know the specific database where your resource resides you may select that specific database.

Figure 3.1 CHOOSE EBSCO DATABASES

Continuing database selection

Choose Databases

Select databases then click continue.

On the screen that follows choose "Psychology and Behavioral Sciences Collection", "PsychINFO", " and "Academic Search Premier" as your databases to search. You may also choose other databases that pertain to your search such as "Religion and Philosophy Collection. After checking the databases to be searched click CONTINUE to move to the initial search screen. By choosing the databases from this screen instead of going to each database individually you will be able to search all marked databases simultaneously.

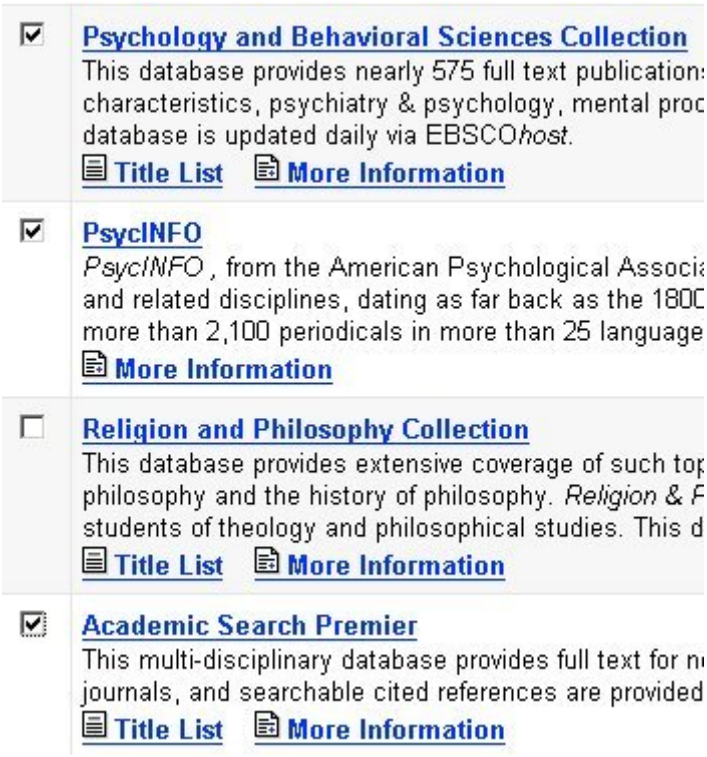

FIGURE 3.2 Example of databases to choose for EBSCOhost

Performing a Basic Search

Basic Search

Enter single word or phrase then click search

To begin your basic search enter your search terms in the find box and click search. You can also choose to limit your search using the options under "Refine Search". These options include the ability to limit your search to full text articles, peer reviewed articles, specific date ranges, and a variety of other options depending on which databases you have chosen.

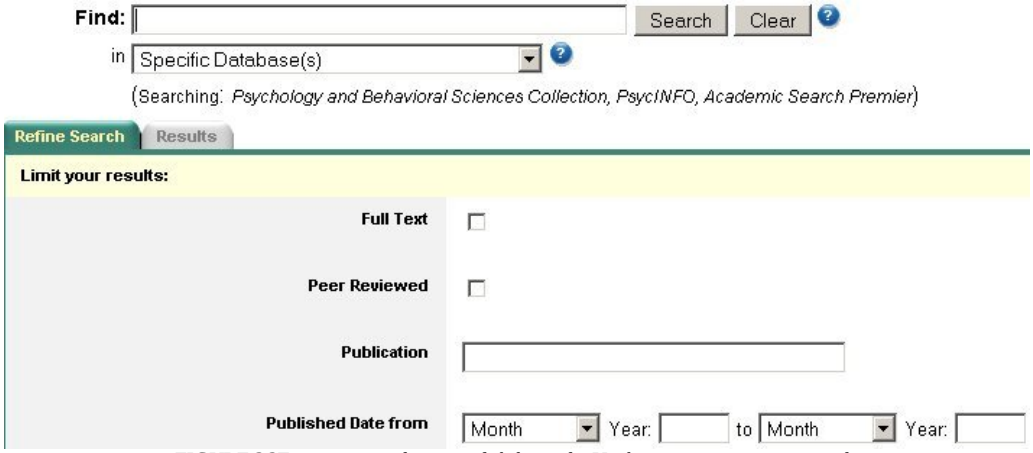

FIGURE 3.3Enter your search term and click search. Use limiters to narrow your search.

Begin your advanced search

To begin an advanced search you will need to click on the "Advanced Search" icon located at the top of your screen.. An advanced search will enable you to search for more than one idea including both title, subject, and author (or any combination thereof) all at the same time in order to render a more accurate search. If you have trouble getting results from your searches and you are using multi-word phrases you may want to scroll to the bottom of the search options at the bottom of the page and check the box that says "Automatically AND search terms". This will force the computer to look for all words in your phrase independently of the other words. Without this checked the computer will attempt to find only your exact phrase as it is typed.

Enter multiple words or phrases, choose options then click search

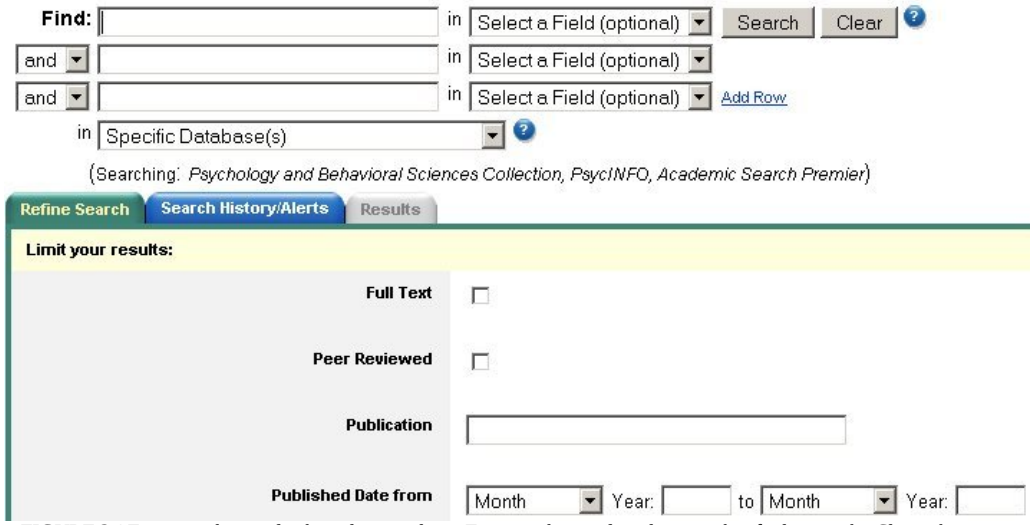

FIGURE 3.4 Enter your keyword, title, author or subject. Enter one keyword or phrase per line for best results. Choose limiters as needed.

Search Results

Your search results will give you all the information you need to locate the item you are searching for as well as a wealth of information in helping you continue your search for more relevant material. The search results will provide a full citation as well as information about where to find an article if it is not full text. To view the full citation of an article click on the article's title. To add to your list click add to keep track of articles you have located. If you wish to narrow your search in the event you have too many results you can choose to click one of the links provided by EBSCOhost on the left side of your screen titled "Narrow Results by Subject".

Click article title or Full text link

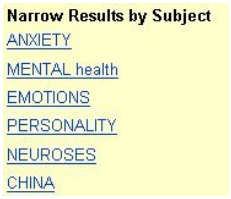

FIGURE 3.5 Click on the name of the title to view full citation or click on PDF or HTML full text to view article full text.

Viewing an item's information

Simply click the book's title to view the book's specific information and learn more about the item including . The full citation will include the author's name, source of the item, list of associated subject terms you can use to broaden your search, an abstract, ISSN numbers and what database the item is located in. You can also choose to click the PDF or HTML full text link within the citation to view the full text of the article if one is available. You can also click on the subject terms listed to perform a search based on that search term. If there is no full text available on EBSCOhost you will see a

link to the right of the "View Links" section. Click this button and EBSCOhost will attempt to locate the location of the full text article.

View full citation or full text

View: Citation PDF Full Text (129K)

Title:	**Stress and the Brain.**
Authors:	Wagner, Cynthia G.
Source:	Futurist; Mar/Apr2006, Vol. 40 Issue 2, p12-13, 2p
Document Type:	Article
Subject Terms:	*ANXIETY *BLOOD flow *BRAIN *PHYSIOLOGY *DEPRESSION, Mental *EMOTIONS *MEDICINE -- Research *MENTAL health *PREFRONTAL cortex *PSYCHOLOGY *STRESS (Psychology)
NAICS/Industry Codes:	541710 Research and Development in the Physical, Engineering, and Life Sciences 621330 Offices of Mental Health Practitioners (except Physicians)
Abstract:	The article discusses a research being done on the effect of stress on the brain. It references a s School of Medicine, Department of Communications. Stressed volunteers were found to have inc both to increased focus and goal-oriented behavior and to ***anxiety*** and depression. The study im stress could also be detrimental to mental health.
ISSN:	0016-3317
Accession Number:	19694970
Persistent link to this record:	http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=19694970&site=ehost-live
Database:	Academic Search Premier
View Links:	Search the catalog at GALILEO to display locations from Georgia Libraries Journal List (GOLD)

Figure 3.6 Example of an item's record

Sort by

You can choose to sort your results by either Title, Author, Call number, or publication date. Sorting by call number will help you locate books within a similar subject.

Print

Using the "Print" button to print a list of ALL results. This will convert the results into a printer friendly mode to expedite printing.

Add

The "Add" button will add the particular book to your book list and allow you to access the book's information or print your customized book list when you have completed your search.

Printing Full Text PDF's

When printing a full text PDF do not use the File > Print command. Instead use the image that looks like a printer provided to you from within adobe acrobat reader. It will be the second button from the right, beside "Save a copy". If you do not use this button your document will not print.

FIGURE 3.7 Adobe Acrobat tool bar

Chapter 4

Using Galileo

To access the Galileo open internet explorer or your favorite web browser and in the address bar type http://www.galileo.usg.edu This will take you to Galileo's homepage. If you are on campus you will automatically be admitted to the website. If you are searching from home you will be asked for a password. You may acquire this password from your librarian.

Performing a Quick Search

To begin your quick search enter your search terms in the find box and click search. You can change the general topics drop down menu to be more specific such as "Social Sciences" (most searches), "Arts and Humanities" (faith based searches), "Medicine and Health Sciences" (Drugs and medical conditions).

Enter single word or phrase then click search

FIGURE 4.1Enter your search term and click search.

Begin your advanced search

To begin an advanced search you will need to click on the "Advanced Search" icon located just under your quick search menu. An advanced search will enable you to search for more than one idea including both a title, subject, and author (or any combination thereof) all at the same time in order to render a more accurate search. In Galileo you can also choose to search by category, publication date, or by full text articles only. Select the appropriate check boxes to limit your search. In an advanced search you must also choose which database you want to search in, it will not choose it for you.

Enter multiple words or phrases, choose options, select appropriate database then click search

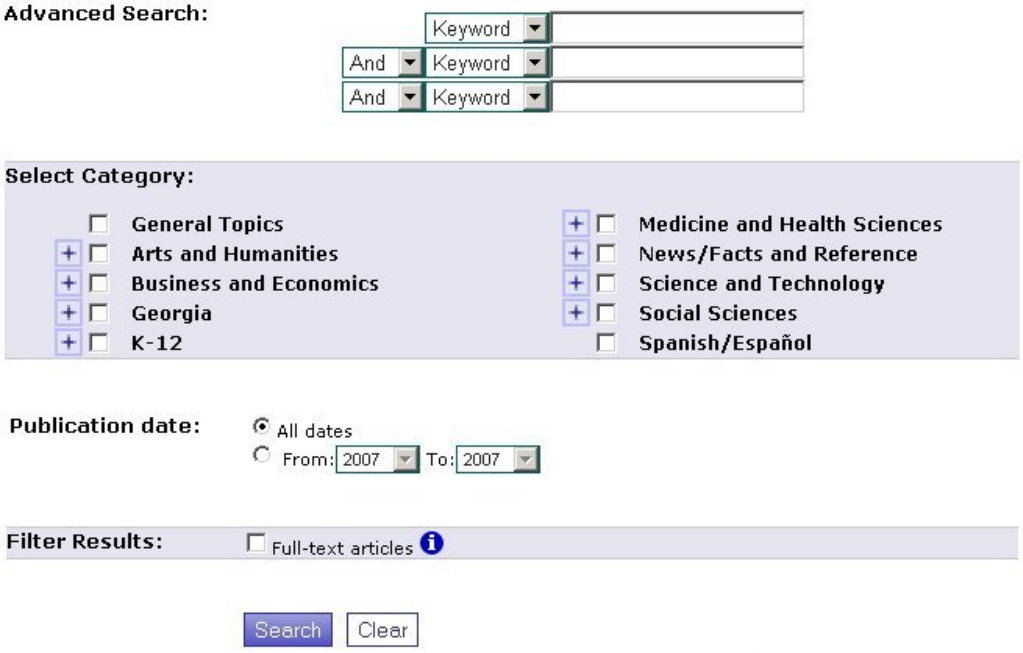

FIGURE 4.2 Enter your keyword, title, author or subject. Enter one keyword or phrase per line for best results. Choose limiters as needed.

Search Results

Click VIEW to see full citation.

Your search results will give you all the information you need to locate the item you are searching for as well as a wealth of information in helping you continue your search for more relevant material. The search results will provide a full citation. To view the full citation of an article click VIEW under the article's citation. To narrow your search results from a quick search you can click on the name of the database located in the bottom right of your screen under "Results by Resource".

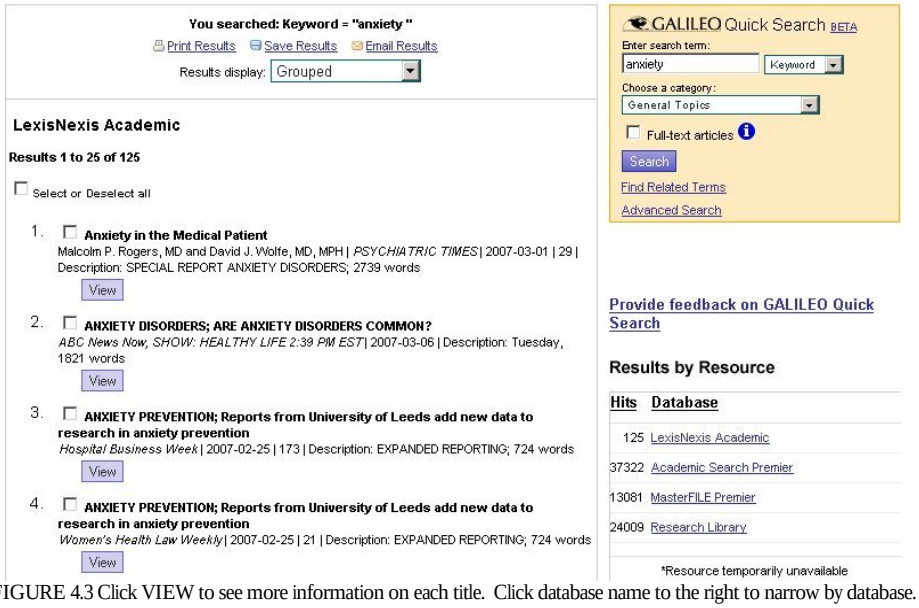

FIGURE 4.3 Click VIEW to see more information on each title. Click database name to the right to narrow by database.

Viewing an item's information

Upon clicking "View" Galileo will access the database from which the title resides and present you with an abstract and other full citation information about the article.

Databases A-Z

Databases, A-Z lists all of the databases available to you. This link is available on Galileo's home page under "Find Databases".

Galileo Help

Use the Help button and explore the various screens in order to learn more about Galileo. Tutorials are also found on the basic search page.

Chapter 5

Using ProQuest

To access the ProQuest open internet explorer or your favorite web browser and in the address bar type http://proquest.umi.com/login This will take you to Proquest's homepage. If you are on campus you will automatically be admitted to the website. If you are searching from home you will be asked for a username and password. You may acquire this username and password from your librarian.

Performing a Quick Search

Basic

To begin your quick search enter your search terms in the search box and click search. You can also limit your search by a particular database, date range, full text, scholarly journals, publication title, or author. Limit the databases selected if responses are off target. ProQuest Religion, Dissertations & Theses, and Research library are the most relevant databases for counseling. ProQuest is the only database for theses.

Enter single word or phrase then click search

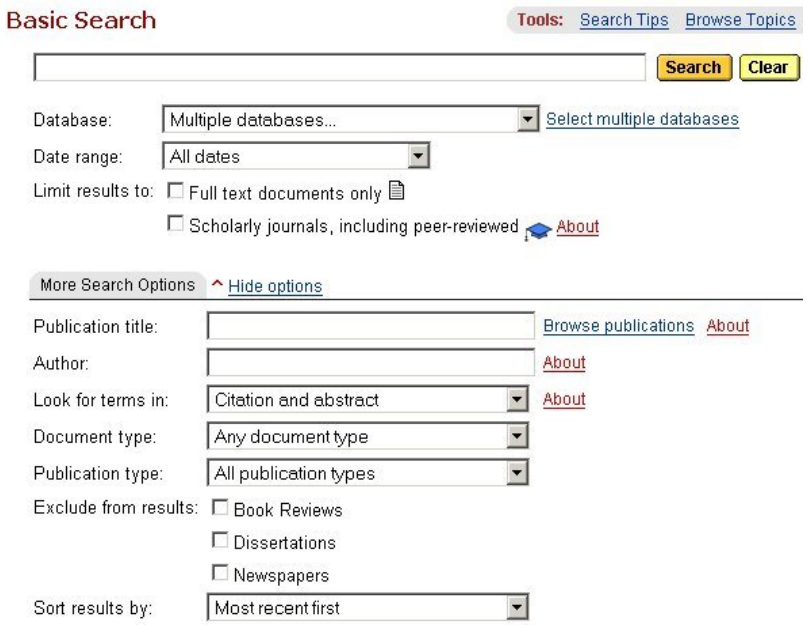

FIGURE 5.1Enter your search term, select limiters, and click search.

Begin your advanced search

Advanced

To begin an advanced search you will need to click on the "Advanced" icon located at the top of your screen. An advanced search will enable you to search for more than one idea including both a title, subject, and author (or any combination thereof) all at the same time in order to render a more accurate search. In ProQuest you can also choose to limit your search by multiple options listed below. Select the appropriate check boxes to limit your search. In an advanced search you must also choose which database you want to search in, it will not choose it for you.

Enter multiple words or phrases, choose options, select appropriate database then click search

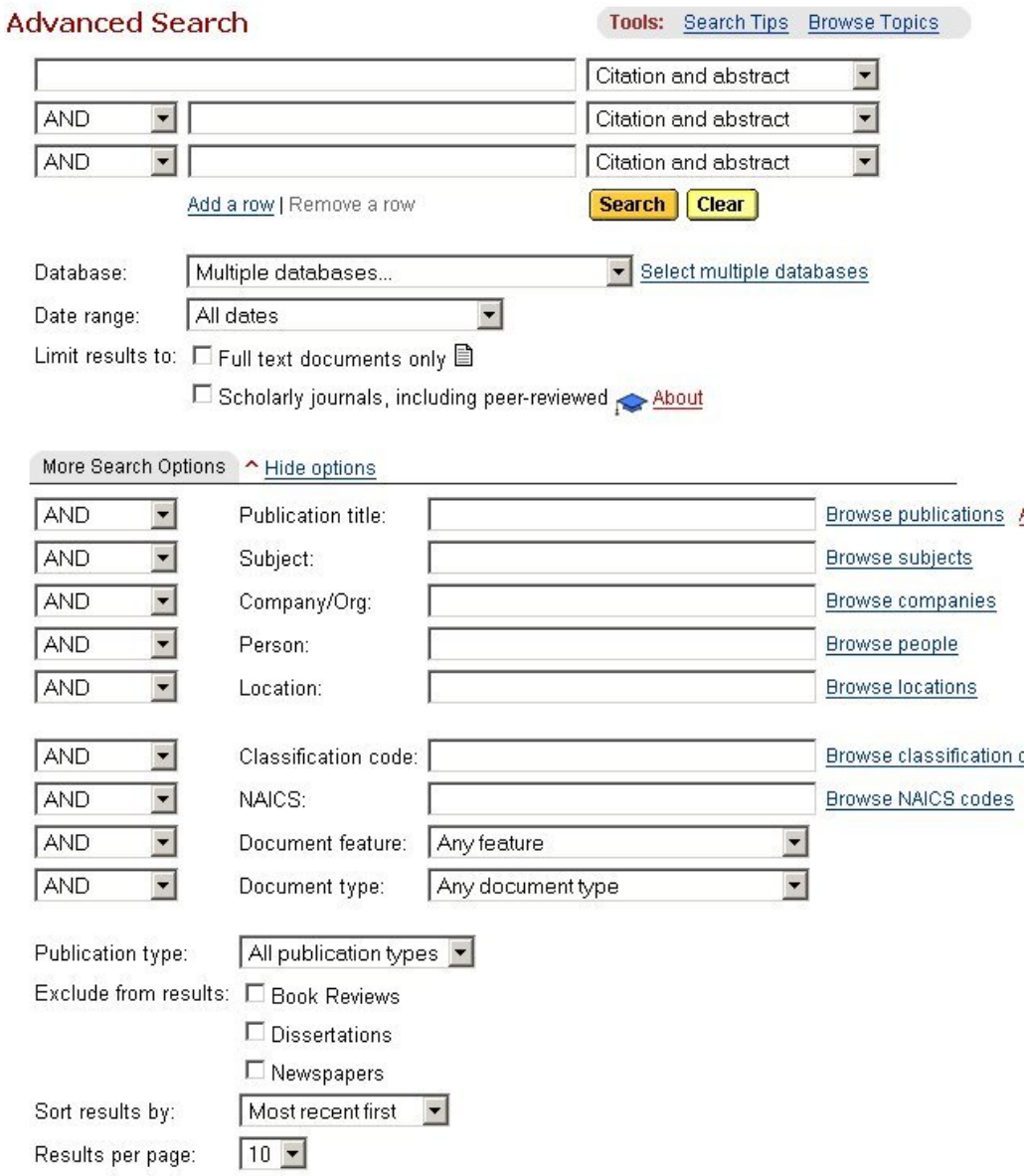

FIGURE 5.2 Enter your keyword, title, author or subject. Enter one keyword or phrase per line for best results. Choose limiters as needed.

Search Results

Your search results will give you all the information you need to locate the item you are searching for as well as a wealth of information in helping you continue your search for more relevant material. The search results will provide a link to the full citation. To view the full citation of an article click the article's title. ProQuest allows you to narrow your search results by Scholarly Journals, Magazines, Trade Publications, Newspapers, Reference, or Dissertations.

Click VIEW to see full citation.

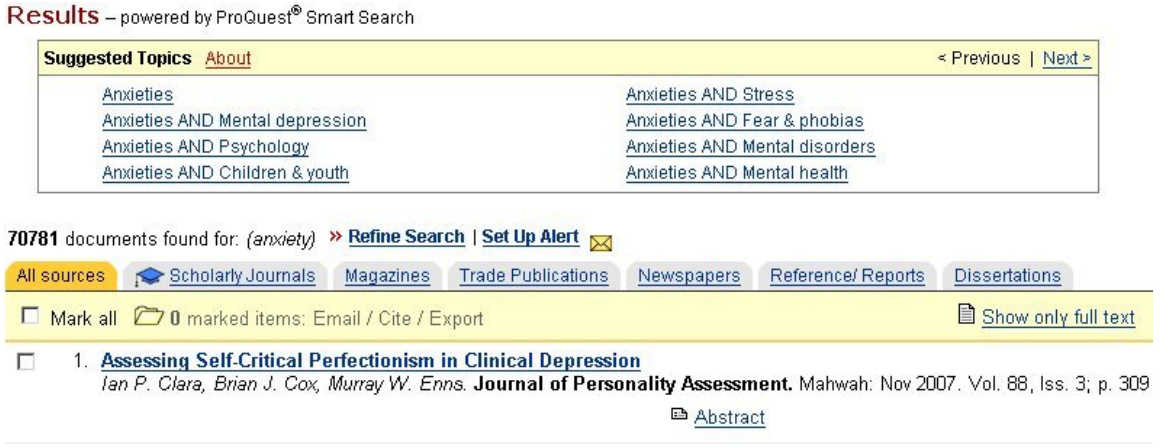

FIGURE 5.3 Click VIEW to see more information on each title. Click database name to the right to narrow by database.

ProQuest Topics

You can search the Topic Guide or browse for topics under the various subject headings. Psychology is under Arts & Humanities.

ProQuest Help

Select Help in the upper right hand corner for assistance in formulating your search.

Proquest Publications

Publications helps you discover which journals are available. You can also set up an alert so you will know when new issues are added.

Document View

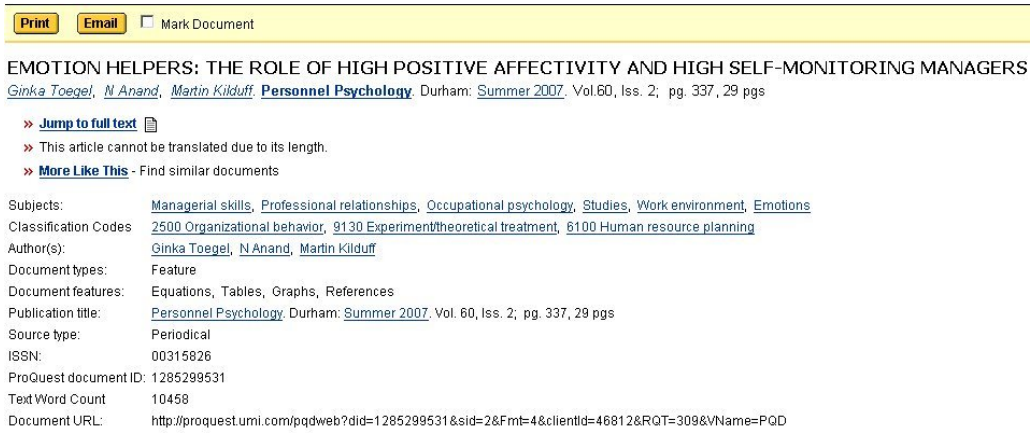

FIGURE 5.3 Allows you to view the full article citation

Chapter

6

Using PsycArticles

To access the PsycArticles open internet explorer while on PSI Campus computers (PsycArticles is not available off campus) or your favorite web browser and in the address bar type http://www.psycinfo.com/library This will take you to PsycArticles' homepage.

Performing a Quick Search

PsycARTICLES® Quick Search

SEARCH DATABASES
PsycARTICLES
Fielded Search
Quick Search
Browse

To begin your quick search click "Quick Search" in the upper left hand corner of your screen then enter your search terms in the search box and click search. You may enter one or more words. You can also choose to view associated PsycINFO records, full text articles or both. To broaden your search you may choose both. Once your search terms are entered and your options have been chosen click "Get Results".

Enter single word or phrase then click search

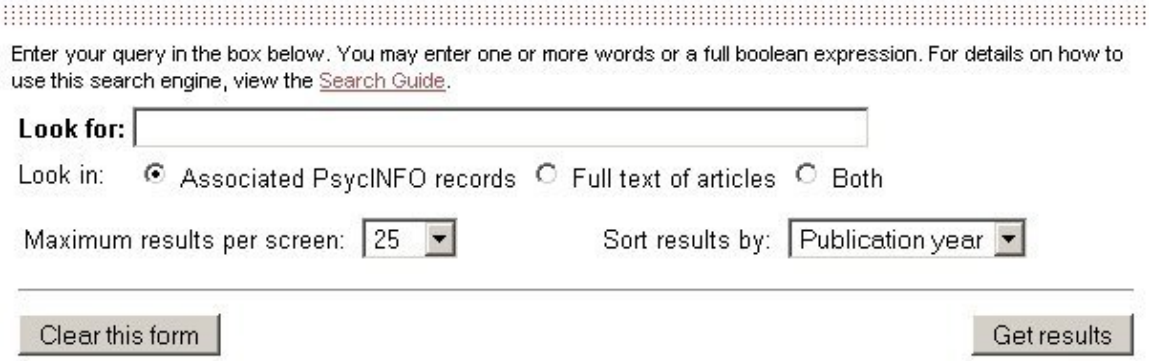

FIGURE 5.1Enter your search term, select limiters, and click search.

Begin your fielded search

Enter multiple words or phrases, choose options, select appropriate database then click search

To begin a fielded search click "Fielded Search" in the upper left hand corner of your screen. A fielded search will enable you to search for more than one word or phrase including both a title, subject, and author (or any combination thereof) all at the same time in order to render a more accurate search. In PsycArticles you can also choose to limit your search by multiple options listed below. Select the appropriate check boxes to limit your search. If you need to search more than two fields, one journal, or included more than one limiter you can click the green plus sign to add additional search fields.

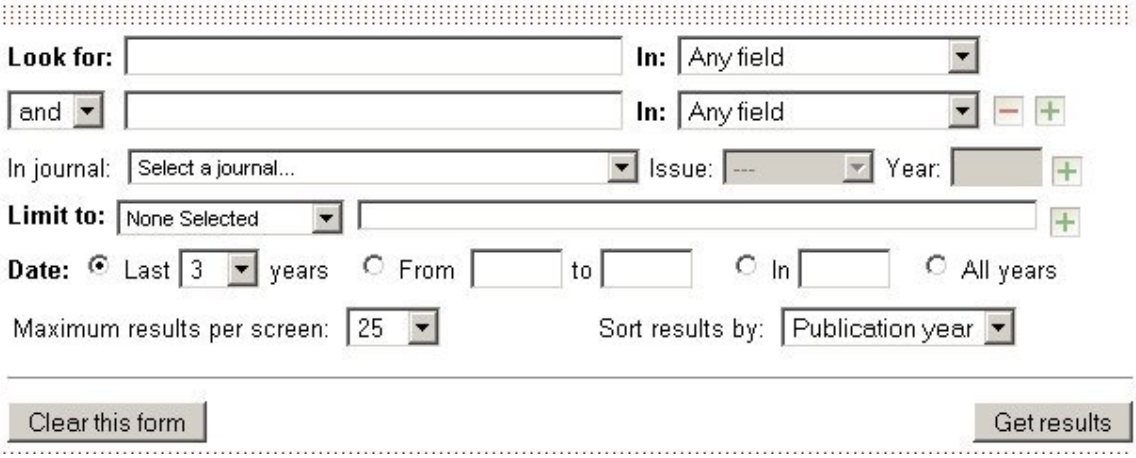

FIGURE 5.2 Enter your keyword, title, author or subject. Enter one keyword or phrase per line for best results. Choose limiters as needed.

Search Results

Select either Citation/Abstract or View Article

Your search results will give you all the information you need to locate the item you are searching for as well as a wealth of information in helping you continue your search for more relevant material. The search results will provide a link to the full citation, abstract, and full text. To view the full citation of an article click the article's title. To view the full text click either "View Article HTML" or "View Article PDF" . If you wish to save or print the article PDF will be the preferable format. To browse through multiple pages of search results click on the numbers at the top of the screen. You can also organize your results by clicking the drop down menu labeled "Display/Save/Print". If you wish to export your search results you can use the "Export to" drop down menu.

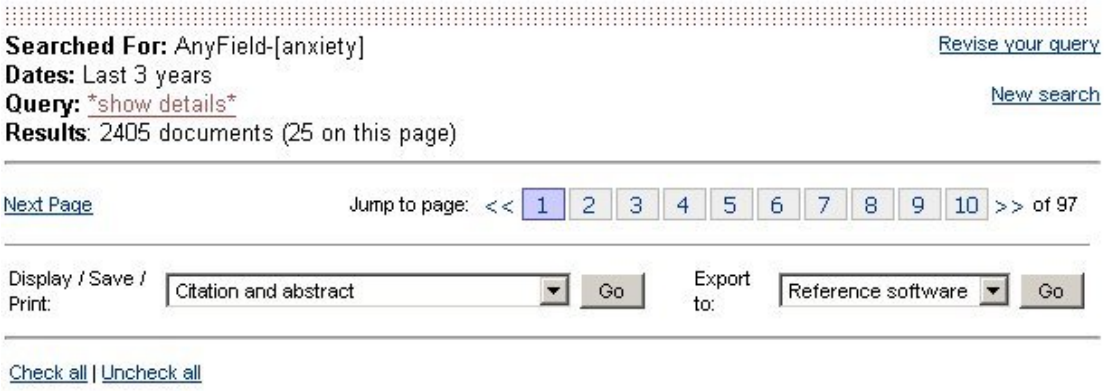

FIGURE 5.3 Click Citation and Abstract or View Article to see more information on each title.

Using Browse

Browse is the most efficient way to find an article if you already have the citation. To begin using the browse function click on "Browse" in the upper left hand corner of your screen. You will be taken to the browse screen (shown below). Here you can click the plus sign below the category names to reveal a full list of Journals in that category or you can browse "All Journals". The Browse function allows you to go directly to the full text of the APA journals in PsycArticles. In most cases the coverage is from 1985 to the present.

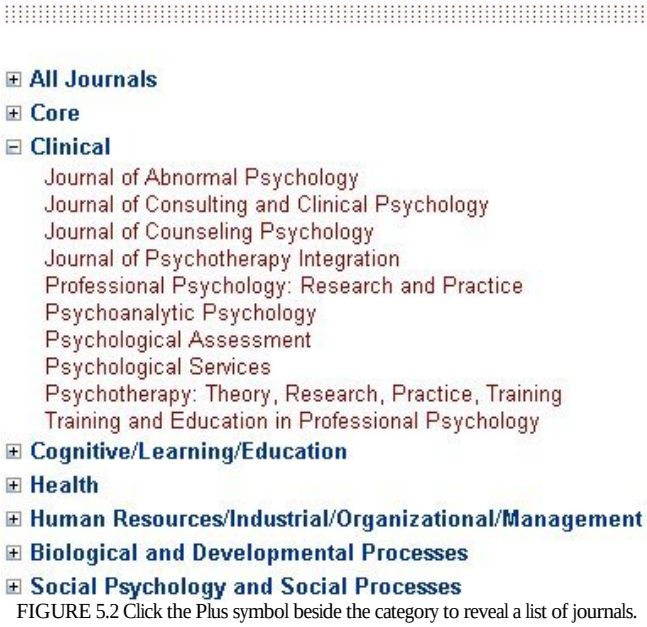

FIGURE 5.2 Click the Plus symbol beside the category to reveal a list of journals.