



MILLER LIBRARY – RESOURCES FOR COM-369 (www.cornerstone.edu/library)

LIBRARY CATALOG

- **Keyword Searching**
 - o Do not need to know exact title
 - o Searches word in the title or note field
- **Subject Searching**
 - o Library of Congress terms
 - o More **specific** searching using controlled vocabulary
- **Advanced Searching**
 - o Narrower searching, less results to skim through
 - o Can limit search by publication year, material type, etc.
- **MelCat**

Use subject searching for more precise searching. Some databases may refer to subject headings as descriptors. They are usually hyperlinked so you are able to click them to access more results on a specific subject.

EBOOKS

- Over 30,000 ebooks
- Ebooks
- Can limit to ebook in catalog
- You are able to search the contents of ebooks

USING DATABASES TO LOCATE ARTICLES

- **Subject Guides**
 - o Provide a path to various databases pertaining to a particular subject
 - o Example: Business Subject Guide links you to different business databases
- **General Databases** for indexing, abstracting, and electronic full-text articles
 - o **Favorite Databases** > **ThomsonGale** – Click on Continue button for Subject Search
 - o **Favorite Databases** > **FirstSearch** > Jump to Advanced Search > **WilsonSelectPlus**
 - o Many databases have a **full-text** limiting option, which will limit your results to either the entire article or the abstract (summary) of the article.
 - o Many databases have an option to limit to peer-review, reviewed, or refereed
 - o Many allow direct citation export to **RefWorks**
- **Specialized Databases** for articles in a specific subject area
- **Pro/Con Databases**
 - o CQ Researcher
 - o Facts on File Issues and Controversies
 - o Opposing Viewpoints
 - o <http://www.csa.com> > Discovery Guides



FINDING JOURNAL/NEWSPAPER TITLES

- Journals@Miller Library
- Type in the **title** of the journal
- If there are 0 results, you will have to interlibrary loan the material.
- If there is a hyperlink which says “in Cornerstone Print Holdings” click to see what years we have.
- The screen may also say: from 01/01/1997 to 05/01/2000 in Expanded Academic ASAP, General Business File ASAP. This indicates that the abstract and/or full text may be found in one of these databases.

IS A JOURNAL PEER-REVIEWED?

- Ulrich’s Periodical Directory
- Terms used : Peer-reviewed, Reviewed, Refereed

SEARCHING TECHNIQUES

- Excellent examples on **FirstSearch** Help section
 - o Go to FirstSearch, select Help, enter <searching>
 - o General searching techniques and techniques used with particular databases

OFF-CAMPUS ACCESS TO DATABASES

- Most databases can be accessed from off-campus.
- Click on the database you wish to access and enter your name and Cornerstone ID number (found on your ID card) when prompted. Exclude your initial and the beginning zeros.

REF WORKS

- Allows you to create a bibliography of citations from resources retrieved from various databases
- Off campus access code: RWcornerstoneU
- Establish your own user name and password
- Must have your RefWorks account open in order to import information

LIBRARY SERVICES

- **My Account**
 - o Access your library account to view what you currently have checked out and the due date
- **Interlibrary Loan (ILL)**
 - o If Miller Library does not have an article, book, or other material, you can request the material through interlibrary loan. To use this service you will need to open an ILLiad account.
- **Ask a Librarian**
 - o If you have a reference question, we will point you in the right direction!