

Online Library Orientation

PPT Recording Transcript

Part 3

Welcome to Taylor Memorial Library's Online Orientation, Part Three

This Orientation is made up of five parts.

While it is possible to watch each part out of order as a stand-alone lesson, it is recommended that each part is completed consecutively.

In its entirety, this orientation will introduce you to Taylor Memorial Library's (or TML's) services and resources to help you understand and start using all the Library has to offer!

Part Three, this part, will help you navigate to and around the Library Website and access online collections & databases.

At the end of this presentation, viewers should be able to:

- Successfully navigate the Library Website
- Access Online Databases

Let's get started.

There are several ways to access the Library Website.

This presentation will demonstrate the two most common ways.

The first way is by visiting Centenary University's website at centenaryuniversity.edu

There is a series of options running along the top of the screen. Select Academics, underneath that select Library. This will take you to the Taylor Memorial Library Landing Page on the Centenary website. If you scroll down you will see Let's Get Started. If you click on Get Access, it will take you to Library Website.

The second option is from the Centenary University SharePoint Portal at centenaryuniversity.sharepoint.com. You will most likely be prompted to sign in. Choose library under the navigation link options to take you to the Library website.

It's recommended that you bookmark the library website at libguides.centenaryuniversty.edu for easy access in future.

The Homepage displays the Master Search Box, important contact information, links to resources, image announcements, and more.

There are options for chatting with us live if you have a quick question or you can request a one-on-one meeting with a Librarian.

It is important to know that we regularly update the Library Homepage to reflect current events and to share announcements. Because of this, the page may look slightly different each time you visit. What remains constant is the database access, the ability to easily reach out to schedule a research appointment, and the navigation bar at the top of the screen.

You can perform a search using any of the seven search tabs in the Master Search Box.

The most important thing to know about searching in the Master Search Box is that depending on the tab you use, you are 1) searching a different database and 2) searching different for items in various formats.

The Cyclone Search or EDS will search most library resources including books and ebooks, video and DVDs, and many of our databases with access to full-text electronic journal articles, newspapers, and abstracts.

The Ebsco Tab searches across Ebsco's article databases, including Academic Search Complete, Business Search Complete, Education Source, PsycARTICLES and Sociology Index with Full Text.

It is important to note that these databases are also searchable in the Cyclone Search.

The Proquest tab searches 40+ ProQuest databases. Content includes articles that are peer-reviewed as well as newspaper and magazine articles, dissertations and theses, company profiles, industry reports, and more. It is important to note that these databases are not included in the Cyclone Search.

The Journal Title tab will help you determine whether a particular journal, magazine, or newspaper title is available in full-text through Taylor Memorial Library's database subscriptions. If available, online journals can be browsed or searched for articles.

The Catalog or Koha tab searches the library's print collections.

The Ebook tab searches Ebsco's ebook Collection providing access to over 180,000 full-text e-books covering a wide range of subjects.

And lastly, the Archives tab searches materials related to the history of Centenary, including documents, photographs, publications, artwork, and other artifacts. If you want to research people, places, or events related to Centenary, the Archives is a good place to start.

The navigational tool bar running along the top of the screen is the easiest way to move around the website.

When you hover and click on options with a carrot pointing down, a dropdown menu will appear with more specific options.

Please note that the options under search are similar to the searches available from the Master Search Box. From here you can also access our Database A-Z page and browse the course reserve list.

It's recommended that you spend some time exploring the library website and clicking through each available option in the navigation bar. There are links to help you cite sources, information about setting up research appointments, and access to library documents like the Library Newsletter, Unshelved.

Again, the search option provides an alternative to the Master Search Box. For example, selecting Cyclone Search from the navigational dropdown menu will take you directly to the basic search page of EDS. The same search can be performed from the Search Box. This is just a different way to access the database.

To access a list of all databases we have available through the Library, click on Databases. This will take you to our Database A-Z Page.

As of this recording, we have 166 databases in our collection. This page will help you browse by subject, topic, or discipline and allow you to search for useful databases for research.

For example, we can search Proquest and see that there are 79 options covering a wide range of topics and interests. Be sure to read the database descriptions to better understand if a database is right for your researching needs.

Return to the library home page by clicking on home.

Congratulations! You are over halfway there! You have completed Part Three of TML's Online Orientation.

Part Four will focus on information about getting Research and Reference help at the Library.

See you again soon.