

# Journal Searching Tips

## **Getting Started: <http://my.simmons.edu/libraries/collections/gslis/>**

- Start on the GSLIS Collection Library home page.
- GSLIS students have access to an additional 208 specialized, which are only available from the GSLIS Collection Library home page.
- Keep in mind there are a number of databases that cannot be accessed remotely (EBSCO Host, FirstSearch, ArchiveGrid etc.); these databases, marked “GSLIS only” in the Database “Quicklist” pull-down menu can only be used in the Library or in the GSLIS Tech Lab.
- To access the databases from off-campus, you will be prompted for your Last Name and Password (student ID #).

## **Locating Journals in the Simmons Library**

- The Simmons Online Catalog (OPAC) contains entries for all of the journals (print & electronic) in the Simmons Library.
- The journal records will include where the journal is located (Beatley Periodicals or SOM (School of Management) Periodicals), as well as a link to the journal if it is available electronically.
- All Journals in the Beatley Periodical Collection which includes Library and Information Science journals, are housed on the 2<sup>nd</sup> floor and are arranged alphabetically by the Library of Congress classification system.

## **Locating Full-Text Articles**

- To determine if a journal (including library and information science journals) is available in full-text through a database, click on “Finding Fulltext Articles” from the GSLIS Collection Library homepage.
- The “Finding Fulltext Articles” link directs you to databases that have full-text journals.
- It allows you to search by title and browse by letter or subject.
- Each journal entry has a list of the databases which it is available from, along with the dates of full-text coverage.
- Each of the databases listed are active links and will connect directly to the database so that it is not necessary to return to the library homepage.
- Note also that you can access all electronic journals from the online catalog.

## **Choosing Databases: “Fulltext LIS Journals by Subject” & “Resources by Subject”**

- a. If you are looking for library and information science articles but don't know where to begin, click on “Fulltext LIS Journals by Subject” from the GSLIS Collection Library home page.
  - Select a topic from the left-hand side of the screen and new information will appear on the right-hand side of the screen.
  - On the right, you will see journal titles that are appropriate for your topic of choice.
  - Beneath each journal title, you will also see databases that have full text articles from the title listed above.
  - Any database suggested will have a live link at the bottom of the page, which you can click on to access the database.
- b. If you are looking for articles (non-library science and library science) but don't know where to begin, click on “Resources by Subject” from the GSLIS Collection Library home page.

- Lists key databases useful for selected subject with live links and search strategies
- Offers tips on finding full text articles
- Lists key databases for specific disciplines within selected topic (e.g. such as “company profiles” are a specific discipline within “Business & Management”)

### **Using the “Article Now” Feature in Databases**

#### *Explanation of Article Now*

- When searching in the Library’s databases, you will notice a button that says, “Article Now.”
- If the database you are working in, does not offer the article in full text or PDF, click on the “Article Now” button.
- A new window will appear.
- The top section of the new window lists the desired citation.
- Next, if the full text article is available online, it will say, “Full text article is available online.” If the full text article is not available online, it will say, “Full text article is not available online.”

#### *Article Now Options*

- If the articles is available in full text, you can have up to three options: link to the “article,” link to the “Journal” (provides list of journal volumes available electronically), and link to “database” (would have to copy citation down so you can perform a search in the database that indexes the journal).
- If the article is not available in full text, you will only have three options: “In the Simmons Library” (performs a search in the Simmons OPAC by the journals’ ISSN), “Through Interlibrary Loan” (links you to the Interlibrary Loan page where you can request an article), and “Contact A Librarian” (chat with or email a librarian via Ask Now).

### **Other Journal Resources** - if the journal is not in the Simmons collection, there are a number of options.

1. Simmons students have borrowing privileges to other local libraries, accessed through the online catalog
  - a. FLC- Fenway Library Consortium
    - Online catalogs for “Fenway Schools”
    - Simmons students have borrowing privileges
    - Search one school at a time or schools with \* at once
  - b. BLC- Boston Library Consortium
    - Online catalogs for Large Boston Universities
    - Access to Periodicals, Circulating Collection, Reference, etc. but NO BORROWING PRIVILEGES
    - Search one school at a time
2. Interlibrary Loan – if a journal is not available through the Simmons Library, journal articles can be requested, for free, through Interlibrary Loan.
  - All requests should be submitted electronically by clicking on the “services” tab from the GSLIS Collection Library homepage and selecting “Interlibrary Loan.”
  - All students must login first with their last name and student ID number.
  - Instructions for completing the form are included.