

GENERAL RESEARCH BASICS

SEARCH CATALOG FOR BOOKS, ETC.:

1. From www.belhaven.edu, scroll down to the very bottom of the page, and click Library under Inside Belhaven
2. Scroll down to and click Library Catalogue (above 95,000)
3. Type in title, author, or subject, and click appropriate box. **NOTE:** if author, type last name, comma, then first name. **NOTE:** If title, leave out beginning articles of “a,” “an,” or “the.”
4. To search by title and author simultaneously, click More Search Options.

NOTE: You can also get to the catalog by clicking Library under Academics from the upper-left main menu in Blazenet. The catalog is listed in the Quick Links box.

NOTE: To list items by format, click the desired format from left column. To limit to print books, click Books.

SEARCH DATABASES:

1. 2 ways to get to the listing of databases: A. From www.belhaven.edu, scroll down to the very bottom of the page, click Library under Inside Belhaven, click Databases from the Databases box (above the 100+)
B. From Blazenet – click Library under Academics from the main menu (3-horizontal lines) in Blazenet, scroll down to the Quick Links box, and click Databases
2. From the A-Z listing of databases, to find a journal, click Full Text Finder. There, you can see if we have it in print, in a database, which database, and publication range.
3. From the A-Z listing, to find articles, click a database title. **NOTE:** You may need to log in with Blazenet credentials.
4. If you are in an EBSCO database, such as Academic Search Complete, type your research topic. In the listing of results, to limit your results:
 - a. to full text (non-abstract/summary) articles only, click Full Text (to the left).
 - b. to more updated information, under Scholarly/Peer Reviewed, click and drag the tab on the left to the right. As you do so, you will see the years in the left-hand box increase.
 - c. to research-based (non-news) info, under Full Text, click on Scholarly (Peer-Reviewed)
5. To open an article in EBSCO, click HTML Full Text or PDF Full Text. Once you have opened the article, you will see a listing of options on the right (so you can email the article to yourself, add to folder, etc.).
6. To search multiple EBSCO databases at the same time, click any EBSCO database title from the A-Z listing of databases, and click Choose Databases (in blue) on the search screen. Select the databases, and click OK.
7. To search multiple Gale databases simultaneously, click the 3-horizontal-line menu (generally upper-left corner), click View Gale Product Menu, scroll right and click Cross Search, click See full list, and select.

NOTE: For multi-discipline articles from a non-EBSCO and non-Gale database, click JSTOR from the A-Z database listing. JSTOR is a huge database (over 600 full-text journals), but most newer articles are not full-text.

NOTE: To search eBooks, click Ebsco EBook Collection (the main eBook collection) from the library A-Z database list. Open book by clicking PDF Full Text or EPUB Full Text. To search within the eBook, click Search Within (top left), and type your subject in the appearing box. **NOTE:** You can also see some (but not all) of our eBooks through the catalog (see top). eBooks are indicated by Downloadable. Click Downloadable, then click PDF Full Text or EPUB Full Text.

NOTE: For general information (such as encyclopedias), click CREDO Reference or Britannica Online Academic.

NOTE: To view dissertations and theses, click ProQuest Dissertations and Theses Global database from A-Z. Type what you seek in the search box, and click the Dissertations & Theses option (left). Click Full text for full text options only (left).

NOTE: If you need to use rights-cleared pictures for a school project, click Image Quest off the A-Z database listing. Unlike doing a Google image search, you can readily find citation information for these images.

Interlibrary Loan (ILL): If you need something the library does not have, you can request ILL. To do that, click Library under Inside Belhaven from www.belhaven.edu (very bottom of the page), then scroll down to and click Interlibrary Loan (above the 2 Photocopiers).



How to Find Articles When You Have Citation Information

1. From www.belhaven.edu, scroll down to the very bottom of the page, and click Library under Inside Belhaven
2. Scroll down to and click Databases from the Databases box (above the 100+)
3. From the A-Z database listing, scroll down to and click Full Text Finder (which also appears on the right). Full Text Finder is a catalog of our periodicals.
4. Type journal/periodical title from which the article comes.
5. If the periodical is in an online database, the online databases that hold that periodical are listed below the periodical title. Click a database title.
6. Select the volume/issue of the journal/periodical.
7. When you have the issue pulled up, you might need to scroll down to find the article.

Example is below

Citation:

Merriman, D., Coddington, R. S., Tryon, G. S., & Minami, T. (2016). The effects of group coaching on the homework problems experienced by secondary students with and without disabilities. *Psychology in the Schools*, 53(5), 457–470.

To find the article, “The Effects of Group Coaching on the Homework Problems Experienced by Secondary Students with and without Disabilities,”

1. From www.belhaven.edu, scroll down to the very bottom of the page, and click Library under Inside Belhaven
2. Scroll down to and click Databases from the Databases box (above the 100+)
3. From the A-Z database list, scroll down to and click Full Text Finder (which also appears on right)
4. In the search box, type the periodical title, *Psychology in the Schools*, and click Search
5. Click Academic Search Complete, the first database listed under *Psychology in the Schools*.
6. The years are listed. Click 2016, then select volume 53 and issue 5
7. Scroll down until you find the article, then click either HTML Full Text or PDF Full Text to read the whole article.

OR:

After step 5 and you see all the listed years/volumes,

6. Click on Search within this publication (in blue)
7. After clicking, you will be taken to a search box, with the periodical title automatically in the search box. After the periodical title in the search box, type: and “The Effects of Group Coaching on the Homework Problems Experienced by Secondary Students with and without Disabilities”. Make sure the article title is in quotation marks.
8. Click either HTML Full Text or PDF Full Text to access the whole article.

For questions, call 601-968-5948