Off Campus Library Services

Your virtual library
Jackson Library in Marion, IN

- Indiana Wesleyan University strives to provide you with quality library services even though you may never enter the doors of the physical library.

Jackson Library, opened January 2003
Getting your degree motivates you to:

- Review pertinent literature your discipline.
- Know how to find and identify quality information.
- Understand the navigation of library databases to find quality information.
- Know how to distinguish between objective and subjective information.
- Understand how to navigate the databases and ask for help when needed.
What OCLS is for your program

- Access to databases with thousands of articles, books, and material for research in the business discipline.
- Access to professional librarians who can guide you to finding the right material for your specific research
- Access to services that can expedite your information seeking needs
OCLS Services Include

- Access to online subscription databases via your student 14-digit library access number on your student ID card.
- Reference assistance
- Document delivery of full text (books and/or articles)
- Interlibrary loan (if Jackson Library doesn’t have it, then OCLS can obtain from other libraries)
OCLS Services Include

- Custom reference via research guides. (Follow the step by step directions to get to your needed information.)
- Librarians may be a part of your cohort group. (Embedded librarian)
- Consultation on APA writing style.
## OCLS Home Page

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<th>Article Databases</th>
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### Key Links

- Submit Request
- Journal Titles
- APA Style
- Copyright/Plagiarism
- OCLS-Español
- Article Databases
- Library Catalog
- Webliologies
- Jackson Library
- Site Map

### Faculty

- Media Request Form
- OCLS Guide
- Purchase Request
- Copyright Clearance
- Films On Demand
- More...
OCLS Home Page Links

- Articles – Access to the electronic library databases.
- Books – IWU catalog, e-books collections, plus more.
- Websites – Websites organized by discipline/topic and selected by librarians.
- OCLS Tools – Links to help with specific needs, e.g. toolbar download, interlibrary loan, help request, tutorials, etc.
- Help – Other widely used university links, e.g. Blackboard.
- Key Links – Journals at IWU; help request: APA help...
Tasks to get ready for library research

☐ Make sure you have Adobe Acrobat Reader on the computer you will be using.

☐ Link to the free download for Acrobat Reader.

☐ You will be ready to download/read articles from the online databases.
Understanding Boolean Searching

- Boolean is a principle for finding specific information in an online database, especially journal articles.
- Allows combination of terms
- Uses operators (and, or, not) to get desired results.
- Venn diagrams provide visualization of what the computer does behind the ‘‘scenes.’’
Most commonly used operators with Boolean Searching

**AND Operator**
- Restructuring
- Corporations

Only the overlapped area is in the result set.

**OR Operator**
- Reorganization
- Restructuring

All of both circles are available for the result set.

A search in a business database, of these 2 examples gives these results:
- Restructuring and Corporations = 541 articles
- Restructuring or Reorganization = 49,933 articles
Library Catalog at IWU

☐ When you need books at IWU, you can look in the library catalog and find books and/or videos that are needed for your research.

☐ Start at the OCLS home page.

■ http://www.indwes.edu/ocls
You can also link to many other academic & public libraries

- **Indiana Public Libraries** - This index can be used to locate most public or college libraries in the United States.
- **INcat** - Provides access to over 400 Indiana library collections.
- **Indiana State Library** - Details library services available to Indiana residents.
- **Illinois Library Directory** - ELI is a listing of Illinois libraries.
- **Kentucky Virtual Library** - Kentucky library databases (library card required).
- **Kentucky Library Directory** - From the Department for Libraries and Archives.
- **Ohio Public Library Websites** - Directory of Ohio public libraries.
- **OHIOLINK** - Catalog of academic libraries in Ohio.
- **WorldCat Library Catalog** - Indexes over a thousand large libraries around the globe.
- **Library of Congress Catalog** - These books are not available for inter-library loan.
- **Books In Print** - Library database - requires login
Select the kind of search you want to do, e.g. author title, subject or keyword, etc.
For a Subject Search, select Subject; type in your subject, e.g. Health services administration. Click on Submit.
You will get a list of books that might be appropriate for your research. Let’s try the 3rd one.
This gives the bibliographic information for this book, including author (if available), title, publisher information and copyright date. It also gives shelf location in the library and availability.

<table>
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<tr>
<th>Author</th>
<th>Loop, Floyd D.</th>
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<tr>
<td>Title</td>
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- **Descript:** v, 283 p. : ill. (some col.), maps ; 23 cm.
- **Bibliog.:** Includes bibliographical references (p. [249]-270) and index.
- **Contents:** Leadership -- The Physician Chief Executive -- The Academic Medical Center -- Healthcare Trends, Policies and Proposed Reforms -- The Business of Medicine -- Strategic Planning -- Operational Management -- The Leadership Team -- Innovation -- Healthcare Delivery -- The High Note.
- **Subject:** Health services administration, Leadership, Hospitals -- Administration, Hospitals -- United States -- Administration, Hospitals -- United States -- Business management.
Using the Request option, you can easily request this title to be mailed to you. All you need is your last name & 14 digit library access number from your student ID card. Select a pickup location.
The advanced search can also retrieve results when a subject search cannot. In fact this search interface allows a lot of combinations for searching!
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If you know exactly what you want, you can search from the Quick Search page. You can search by author, title, subject or keyword.
From any of the library catalog screens, you can go to My Library Account. This allows you to renew checked out items and see what you have borrowed from the library. It also provides for saving often run searches.
If you only want E-books you can limit to the format, **eBooks**.

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You have retrieved only the E-BOOKS available on your subject. There were 298. Let’s look at the 1st one.
Note that there is no call number, but just a hyperlink. This link takes you to the vendor website, (Ebrary for this one) and the full content of the book. (You may need to authenticate first.)
You can navigate through the whole book.
You have access to print books, e-books, e-reference books and a lot more!