PSU Library Basics

- The library web site is your portal to conducting your research and finding related materials. Get to know it and use it well.
  - library.pdx.edu

- Librarians WANT to help you. It’s what we do. Don’t hesitate to ask for help.
  - library.pdx.edu/services/ask-a-librarian

- Even if PSU Library doesn’t own the book/article/thing that you need, chances are we can get it for you* 
  *some restrictions do apply

  NEVER PAY A PUBLISHER TO ACCESS AN ARTICLE

- Find library materials owned by PSU using the PSU Search. Our materials include:
  - books, journals, articles, audio/video, government documents, special collections (historical and archival materials), e-journals, newspapers and more

- Other services you can get in the library include:
  - Group study rooms, practice presentation rooms, family friendly study room, laptop and iPad loans, computer lab, citation management tools and help, research consultation and more.

- Use your research guide: http://guides.library.pdx.edu
I know exactly what I want. Where is it and how do I get it?

Book: Managing in the public sector: a casebook in ethics and leadership

Pro Tip for finding known items
If you know the author’s last name, type in some of the title words in quotes and then the author’s last name.

"handbook of public" peters

Still can’t find it? Google it. Sometimes you get incorrect citation information and it’s easier to find correct citation information by searching Google than it is by searching the library catalog.

Sign in.

Use the PSU & Summit Libraries scope. Then type in the book’s title or part of the book’s title and click on search.

If we don’t have something, you should see request options.

This means it’s on the shelf

Item’s location and call number

You can only request if you’re logged in!

PSU Library Shelves -- 4th floor PS3608.A54678 M38 2015

Item in place

1 - 1 of Records

<table>
<thead>
<tr>
<th>BARCODE</th>
<th>TYPE</th>
<th>POLICY</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
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</tbody>
</table>

PS Library Shelves -- 3rd floor JK468.E7 553 2011

Available at PSU Library Shelves -- 3rd floor (JK468.E7 553 2011)

If we don’t have something, you should see request options.

Find & Request

I know exactly what I want. Where is it and how do I get it?

Modified 12/2017

The easiest way to see if we have access to a particular article is to search Google Scholar, but you must use the link to Google Scholar from the library’s website (on the Databases & Articles page under “Research Starting Points.”

**Search for the article in Google Scholar**

**Find out if we have it at PSU by clicking on the Find It @ PSU option**

**Access the article**

You’ll need to make sure you are completely logged in to see all online viewing options.

**Choose the appropriate subscribed package, including coverage by year. Sometimes you won’t see a link to access the article and it’s possible we don’t have access to it. In that case you may need to request the article using Interlibrary Loan.**
I don’t know exactly what I want. Where do I start looking for information on a topic?

Discover materials with PSU Search.

Other good places to discover resources on a topic are GoogleScholar, Web of Science, and Academic Search Premier. These are all featured as Research Starting Points on our Databases & Articles page. http://guides.library.pdx.edu/az.php
Use library databases to conduct searches.

How do I know what database to use?

Use the research guides as a starting place. Choose a guide that is related to the topic you want to research, and it will list relevant databases for that subject area.

Why should I use PSU’s Google Scholar instead of just going to scholar.google.com?

PSU’s link to Google scholar lets Google know that you’re part of the PSU Community. It provides links to full-text articles and other materials purchased by the library. If you’re using Google Scholar from off campus you’ll be asked to log in with your Odin account.

I’m doing searches in databases but I’m not finding what I need. What can I do to troubleshoot?

There are many reasons why you might not get what you want from a database. First check the spelling of search terms. Then think about if your search is too specific or if it’s too broad. You can broaden search results by taking away some keywords, and you can narrow down a search by adding more words. You should also consider whether you are using the right tool to find the kind of information that you need. For instance, if you’re looking for Public Administration information in an engineering database, you probably won’t have any luck.

Ack! I need help!

Ask a librarian. Go to the reference desk on the 2nd floor of the PSU Millar Library, chat with us, call us, or e-mail us. library.pdx.edu/services/ask-a-librarian
Crafting Good Database Searches

Step 1: Articulate your research question and brainstorm keywords
Sample question: Is union representation good for public employees in Oregon?

By writing out your research question, you can begin to separate the concepts that will help your search. A good practice that might help is to highlight the separate concepts in your research question.

Is **union representation** good for **public employees** in **Oregon**?

Now start brainstorming on your topic. Separate out the concepts, and brainstorm a list of related concepts or words for each one. Be sure to let yourself go wild with related concepts—your brainstorm does not have to stay fully in the confines of your research question

<table>
<thead>
<tr>
<th>Union representation</th>
<th>Public Employees</th>
<th>Oregon</th>
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<tbody>
<tr>
<td>Labor union</td>
<td>Public servant</td>
<td>Pacific northwest</td>
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<td>Collective bargaining</td>
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</tbody>
</table>

By brainstorming you have an entire list of words from which to make combinations when you search.

Step 2: Begin Searching
Take your brainstorm list and start searching in your database of choice.

What did your results set look like? Was your search too narrow or too broad?

Keywords are combined with **AND** in order to find articles that mention all of these concepts.
Step 3: Modify your search to maximize result relevance

If your search was too narrow, consider trying different combinations of keywords, or consider taking away one of the concepts entirely. Maybe you should just find articles on unions and public employees?

If your search was too broad, find one article in your result list that looks good, and enter into its complete record to see more information.

This will help you identify subjects that you can use when you modify your search. When you add a subject to your search, be sure to indicate that you want to search the Subject field.

In databases subjects are specific concepts with their own definitions. Keywords are strings of characters that have no meaningful definition for the database. Using the right subjects in your search will drastically improve the relevance of your search results.
Step 4: Save citation, get full-text, and cite the article in your writing
While each library database has different feature displays, most feature types will be similar.

Most databases will let you format a citation, save a citation, or e-mail yourself a citation. You should be able to choose what citation style you want. Each one also has some sort of personal account you can set up if you wish.

Full text database – a database that contains citations to literature as well as full-text of many of the cited articles. Academic Search Complete is an example of a full-text database.

Indexed database - a database that contains citations to articles, but not the full-text of articles. PAIS International is an example of an indexed database.

doi: 10.1177/004208169102600405
DOI stands for “digital object identifier.” It’s a unique number that helps you identify articles. Think of it as a social security number for articles.

ProQuest databases (PAIS, Worldwide Political Science Abstracts, etc.) allow you to save articles to “My Research” after creating an account with ProQuest.

Any EBSCO database (Academic Search Premier, Business Source Premier, etc) will have these options. The “Add to Folder” option is for you to save numerous items at once for a mass export or to your personal account.

PSU Search tool box includes a permalink to each record.

Need help you with APA citation style? The best free resource is the OWL at Purdue. http://bit.ly/mVmB9J
Here’s an example from an EBSCO database that shows two different full-text options, and the option to find full-text elsewhere at PSU.

If a database does not have full text, you can use the Find it @ PSU button to track down an article.
Citation Management Tools

If you’re going to be doing a lot of writing it might be beneficial to you to consider using citation management tools. They help you keep track of the articles you find, and even help you cite sources in your papers as well as your bibliographies.

Zotero is a Firefox browser extension and a standalone product. It works on a “freemium” model.

EndNote Web is the free version of EndNote.

Mendeley is a citation and pdf manager. It works on a “freemium” model.

Check out our Cite Your Sources Guide (guides.library.pdx.edu/cite) and our Manage Citations Guide (guides.library.pdx.edu/managecitations) for more help.