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Welcome to the library homepage! This is the website for Providence and Online students. If you are a student from another campus, please contact your librarian to learn more about library resources. As you can see, there are lots of links available on this site, so to help you out, this tutorial is going to show you some of the services and resources the library offers and how librarians can help you with your research.

Let's get started by checking out the big yellow "Ask a Librarian" button. Go ahead, click on it to see what chatting with a librarian looks like.

(NEXT LAYER – Chat box pop)

You can ask a librarian anything! It is their job not only to help you understand college level research but to point you to any resource you might need. Librarians are available on weekdays from 8AM until 8PM, and sometimes later. Their hours may vary from time to time, but you can always ask a question via email, too.

Now, close out that chat box so we can keep looking around!

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We know that some of you really like to solve your own problems or explore things on your own, or you do work long after the librarians have gone to sleep! So we created a page with the questions we get asked most frequently. Check out the "How Do I?" button to get an idea how you can answer your own library and university related questions.

(NEXT LAYER – FAQ page)

As you can see, there are many options for finding your own answers to questions. You can search for something specific or browse to a general topic to learn more.

Click on the JWU library logo to go back to the home page.

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If you get an assignment and you are not sure where to start, if you need help finding information, or formulating a thesis, or creating citations, or formatting your paper in MLA – if you need any help at all! – you can make an appointment with a librarian for help. Let's scroll down to see what's on the bottom of this page...

(NEXT LAYER – Bottom of Homepage) Now, click on the yellow Research Appointment box.

(NEXT LAYER – Choose your campus or online students) If you are an on campus student, choose your campus. If you are an online student, choose the red online students button.

(NEXT LAYER – Online appointment) From here, you will choose a time that works for you. A librarian will reach out to you directly with details of the appointment. I'm sure you're wondering what to expect from a virtual appointment with a librarian! We will typically have a conversation about your assignment and the kinds of information you need, then we will have you share your computer screen with us so we can walk you through the steps of finding the information you need. We will make sure you feel comfortable with what we find and know how to create a citation for the information you will be using in your paper.

(NEXT LAYER – On ground appointment) From here, you can select the time and date that works for you. A librarian will reach out to you directly with details of the appointment. I'm sure you're wondering what to expect from an appointment with a librarian! We will typically have a conversation about your assignment and the kinds of information you need, then we will walk you through the steps of finding the information you need. We will make sure you feel comfortable with what we find and know how to create a citation for the information you will be using in your paper.

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Finally, let's talk about how to search for resources. In addition to thousands of books, ebooks, and videos, the library subscribes to many magazine, news, and academic article databases. Searching for items in the library's catalog or databases is going to be a little different from searching online.

You can see that there are 4 tabs above this search bar, each allowing you to search through different collections of materials.

I'm going to start by typing a simple search term under the Everything Tab. Can you click in the search bar so I can type in a search term?

(NEXT LAYER – Enter a search term) Awesome, thanks! Now go ahead and click search!

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Wow, that's a lot of results! The Everything search tab searches literally everything – all the books, ebooks, audiobooks, articles, videos, and more – that are owned not just by Johnson & Wales, but by libraries around the world. Most of the time, you will want to start by limiting your search to the items

that Johnson & Wales owns, though don't forget that the library can order anything for you from another library, just ask a librarian how!

So, let's start by limiting this search down by the Johnson and Wales Library. Over on the left hand side of this page, select the Johnson & Wales University Library.

(NEXT LAYER – JWU only) This is starting to get a little more manageable, but let's say you only want to look at articles. Back on the left hand side of the page, under Format, try limiting the search to articles that are available at JWU.

(NEXT LAYER – JWU Articles only) As you can see, there are still a lot of items to search for here. The Everything tab is probably most useful when you know the exact title of or author of the resource you are looking for.

Now, click on the JWU Library logo to return to the homepage.

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Ok, let's see what happens when we choose the "Articles" tab instead. Click on the word Articles above the search bar.

(NEXT LAYER – Searching Articles Search Bar) Now, click on the search bar so I can enter a term for us to search.

(NEXT LAYER – Searching Articles Search Term) You're such a big help! Now, click Search!

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Welcome to the search results page! So, there's a lot going on here. Let's take a minute to look around the page at our options before we begin digging through the 9 million results.

Your job as a researcher now is to refine your results so that you have a manageable list to sort through. There are few ways of doing that.

First, at the top you can see that we now have 3 search boxes. The boxes allow us to add another term to make our search more specific. You can see that the terms will be linked together using "AND." Do me a favor, and click on the second search box, and I'll type another search term for us.

(NEXT LAYER – Two keyword search results) Awesome job! So, as you can see, adding another keyword to your search is a very effective way to decrease the number of search results you have to look through.

The next step is to limit using the “Refine Results” bar on the left hand side of the page. There are lots of options here to limit your search, and I like to think of this part as kind of like online shopping. If you know that you want a pair of black shoes in a certain size, you will usually limit your search instead of scrolling through everything that is available, right? We want to do the same thing here.

We will start off by checking the “Full Text” box. What this is does it kick out any articles that the JWU Library has not purchased. If you are a graduate student, or working on a literature review, you might skip this step, but for now, let’s just limit to Full Text for fun!

(NEXT LAYER – Limit to full text) That helped narrow our search down a lot. For most searches, you probably will only want articles that were written within the last few years, so let’s change the Publication Date to a range of 2007-2017. Click to change the Publication Date.

(NEXT LAYER – Limit by publication date) You can see what is happening here. Our number of results keeps decreasing with just a few simple clicks. This means there are fewer results for us to look through, and we will be more likely to find what we need.

If you know the type of source you are looking for – an Academic Journal, magazine, news, or trade publication article, you can also check off one of those boxes. Let’s choose Trade Publication for now. Find the area called Source Type, and limit your search to include only Trade Publications.

(NEXT LAYER – Limit by source type) Wow, that makes a big difference. As you probably have noticed, there is a bit of a process to searching in the library’s databases. Once you get a handle on the steps we just covered, you will find that it gets easier and easier to find what you need.

You would probably want to add another search term at this point to get the number of results down even further, but for now, let’s click on the third article’s title. Click on “Ten management lessons from sport.”

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This page will give you information about the article. You can see that the PDF of the article is available for download over on the left hand side of the page. If you click on the PDF icon, you will be able to read the article.

In middle, you can see information about the article, such as the source where it was published and the date, in addition to a list of Subject Terms, which may help you perform a more accurate search. The abstract will give you a synopsis of the article. When you are conducting research, the abstract will be your first hint about whether the article will be helpful for your thesis. You can decide whether you want to save the article based on a quick reading of the abstract.

On the right hand side of the page are your tools. Let's click on the option to email the article to ourselves. Find the email tool, and click on it.

(NEXT LAYER – email tool) This looks simple enough, just fill out the form with your email address, then click send.

When you're ready, let's check out the "Cite" tool. Click on the Cite tool.

(NEXT LAYER – cite tool) You can scroll to the correct citation format here to copy and paste the citation for the article. Any time you use any information from an outside source, you need to provide a citation for it in the format that your professor requests. If you need help with this, ask a librarian!

That's a lot of information! Let's click on one of the JWU Library logos at the top of the page to go back to the homepage.

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Great job – we made it back home! Thanks for coming along with me on this tour of the library's resources and services. I hope you found it helpful! Remember that it is not only a librarian's job to help you be successful in all aspects of your university education, they also love to help. Reach out to us any time with any question, and we will have an answer!