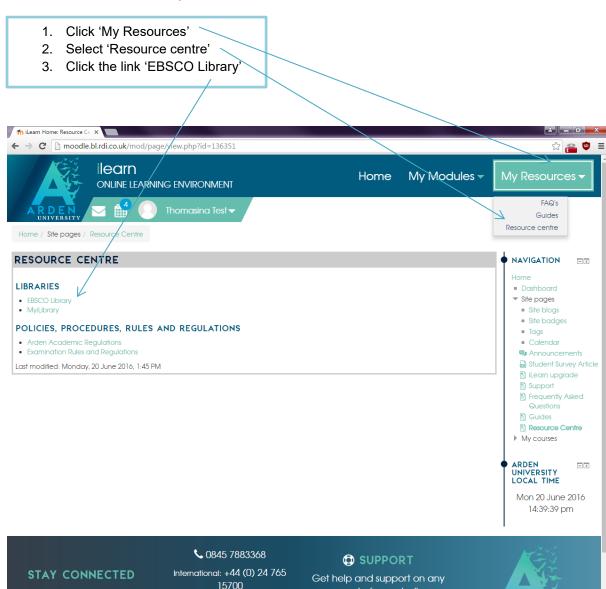


# **EBSCO Library User Guide**

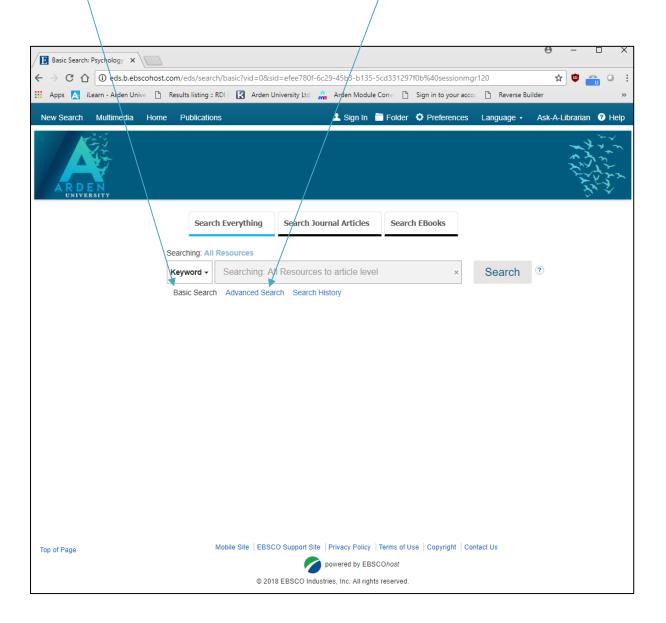
### To access the EBSCO Library



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aspect of your studies

You will then see the screen below. This will give you access to all Arden online resources (both journals and eBooks) provided via EBSCO, separated into three search tabs. This screen conducts a **Basic Search**, and the dropdown list lets you specify whether you are searching for a keyword, title, or author. You also have the option to conduct an **Advanced Search**.



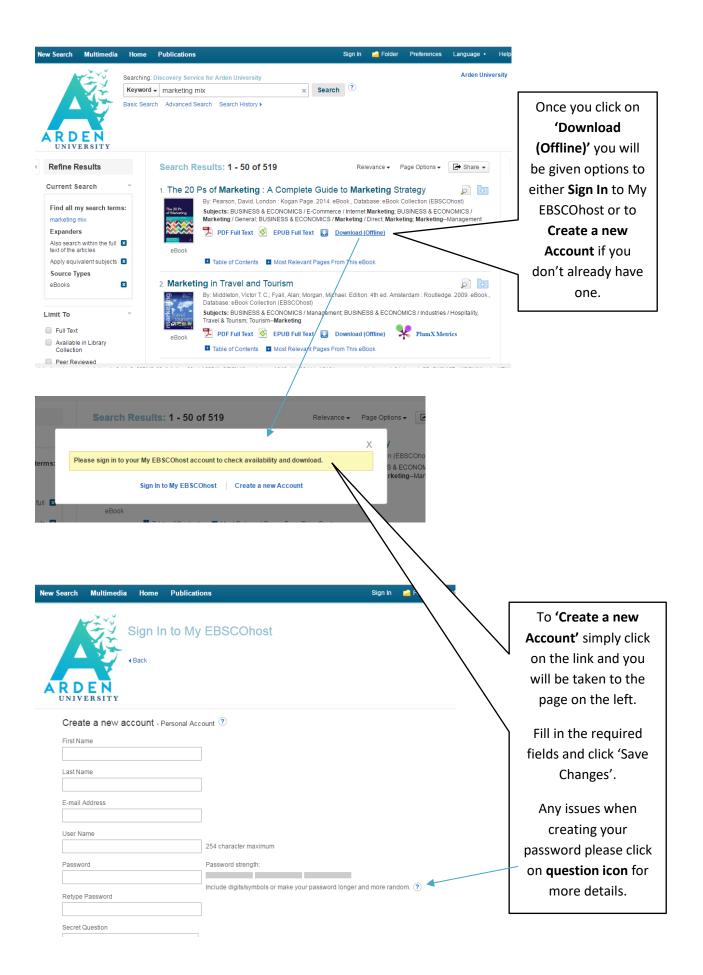
There is a '**Help**' link in the top right hand corner which will open the window below. Here you can find or search for support including tutorials on particular subjects.



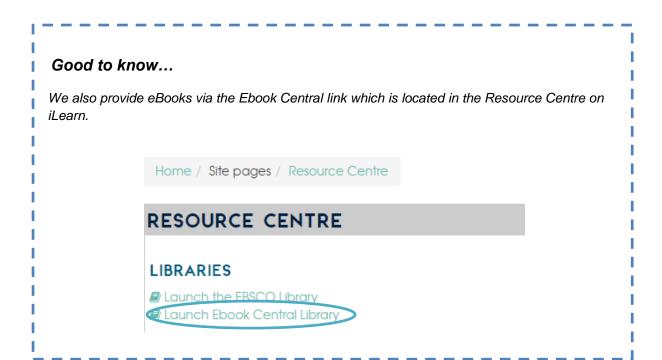
#### **eBooks**

Searches will return both relevant eBooks and journal articles provided via EBSCO. You can view the contents of a book online or download the book for a specific period of time. We would recommend that you view the book online as there is limited borrowing facility; viewing online will give students more opportunities to view the required material.

Most books are available on a 'one book, one user' basis. This means that the book is available as a 'short term library loan'. Should you wish to download a book, you will need to create your EBSCOhost account. To view a book online, you will not need to log in.



**IMPORTANT:** You must set up an EBSCO account (separate to Arden University and iLearn) if you wish to access saved files in future. **This folder is within the EBSCO Discovery service and NOT iLearn, i.e. it is an external resource.** Once you set an account up, any files you save will remain in your EBSCO folder unless you do not access it for 18 months.



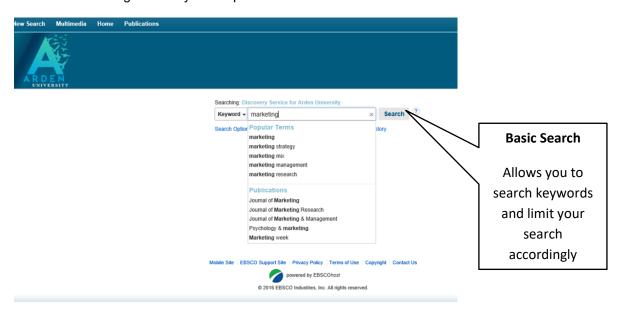
# <u>Journals</u>

Arden University subscribes to a number of journal providers via EBSCO. Journals must be viewed on-line, but there is the facility to either print the journal or email a copy to yourself for future reference. Some articles can be accessed in audio format.

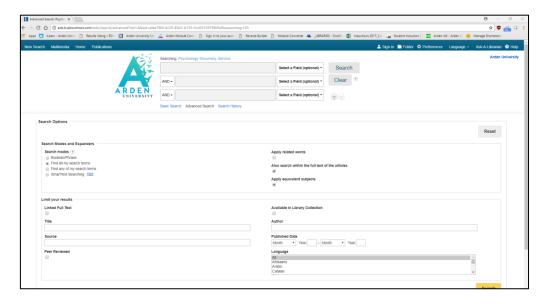
# **Tips and Guidance**

## **Searching**

There is a **basic** or **advanced** search option. When typing in the search box (below) – suggestions will appear below categorised under 'Popular (search) Terms' or 'Publications'. You can select either. You can also change the 'Keyword' option to either 'Title' or 'Author'.



An **Advanced Search** will narrow down your search results by published date, language, and various other categories. Clicking on this will take you to the screen below:



### **Search Tabs**

We have recently introduced the new Search Tabs function for EBSCO, which divides your search options to create quick, easily navigated results to help you find the resource you require. These tabs are divided into 'Search Everything', 'Search Journal Articles', and 'Search EBooks'.



#### Search Everything

When searching for EBSCO content under this tab, you will be searching through EBSCO's entire database, including journal articles, ebooks, and various external content. You can modify your results within the **Refine Results** options on the right-hand side of your results page, which is explained further below.

#### Search Journal Articles

This tab will only show results for journal articles under the search term you enter. Your results will show a combination of articles we have access to which relate to your search terms, and other results which will lead you to an open source site.



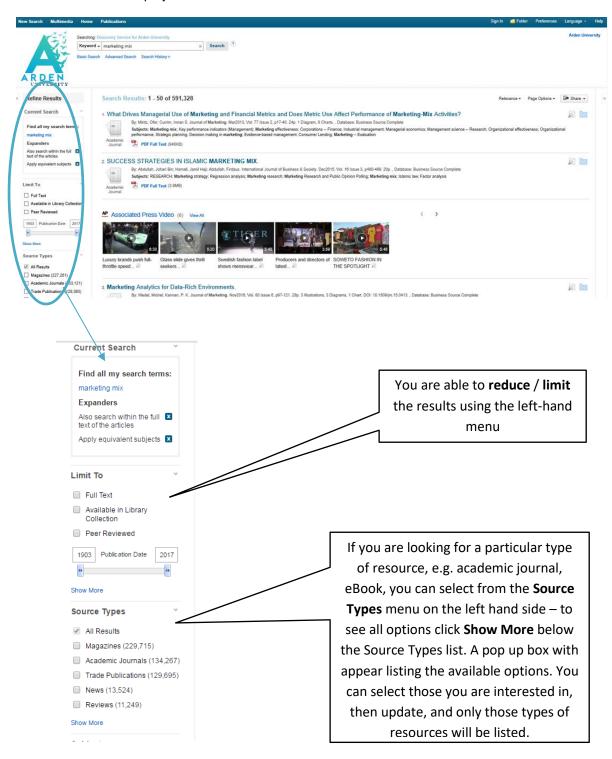
### Search EBooks

This tab will show you results for ebooks we hold in our Arden University library collection. You can refine your results further by searching for an author or title, or alternatively use the keyword search function to find various ebooks relating to your search term.

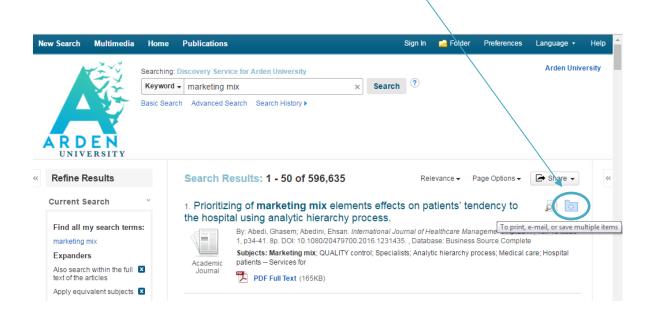


# **Results**

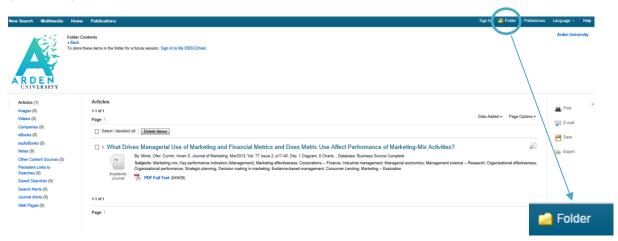
Search results will display like the screen below.



You can **save specific results** by clicking on the 'Save to Folder' icon to the right of each resource listed.



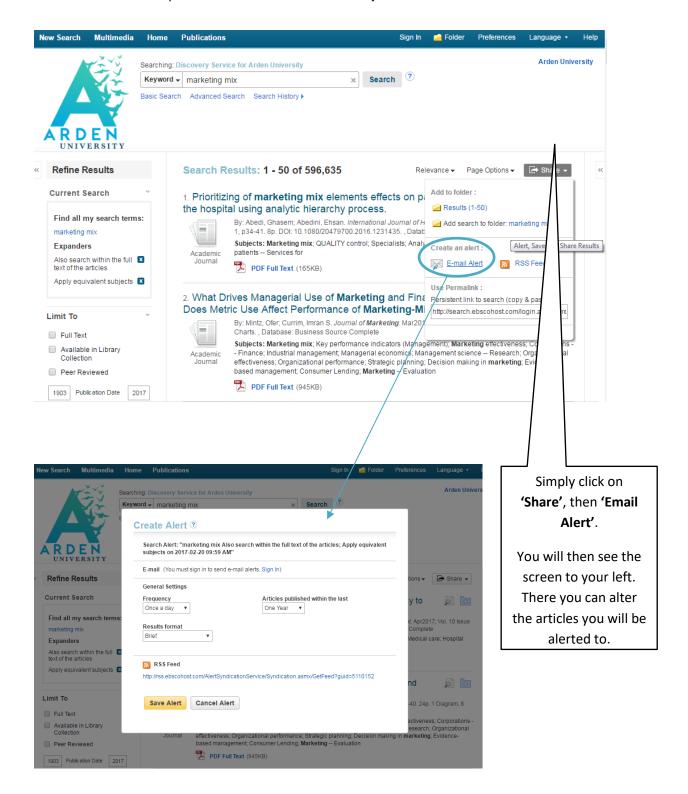
If you then select the folder icon at the top of any page, you will see what you've saved in the folder (see below).



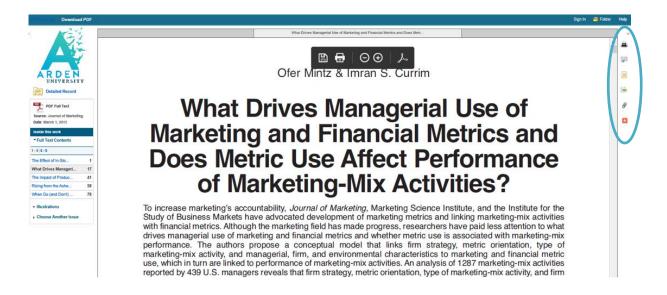
**IMPORTANT:** this folder is within the EBSCO Discovery service and NOT iLearn, i.e. it is an external resource. **You must set up an EBSCO account (separate to Arden University and iLearn) if you wish to access these files in future.** Once you set an account up, any files you save will remain in your EBSCO folder unless you do not access it for 18 months.

## **Email Alerts**

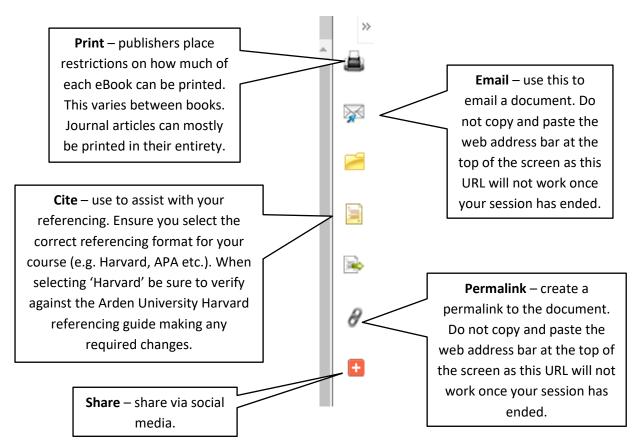
EBSCO allows to set up an email alert for new articles in your chosen field.



### Viewing your chosen article



When you access a resource, you will see the following options on the right hand side:



# How to get help

There is a '**Help'** link in the top right hand corner of every page. Here you can find or search for support including tutorials on particular subjects.

Alternatively you can contact EBSCO via the link at the bottom of the page (see below).

