

MACO – Christian Outreach Research Checklist

5/20/08; Concordia University; Library Technology Center; gb

Reference Help: Email: reference@csp.edu; Phone: 651-641-8812

Research is a process: *involves browsing resources for a topic, narrowing a focus, & developing a primary research question; generating a search strategy; finding & evaluating materials; taking notes, citing sources correctly, using information legally & ethically; & finally producing a paper/project.*

1. Link to the **Concordia Library homepage**

- ___ Click the **HELP** tab; select **Course/Discipline Research Guides**
- ___ Select “MACO – Master’s of Christian Outreach” for research & resource information
- ___ Use the HELP section for information: tutorials; style manuals; evaluation of sources; tips for finding a research topic

Select the **RESEARCH** tab

2. Search the “**Books and more**” link to:

- ___ Select **CLICnet** to find books & other research materials. Note:CLIC is a library consortium of 8 academic schools within Mpls/St. Paul
- ___ Select the “Advance Search” tab & notice the options available
- ___ Select the “Journal Title” tab & note that only journal titles and their locations are available in CLICnet; journal articles *cannot* be accessed in CLICnet
- ___ Select the “My Account” link on the blue navigation bar. Enter your name & library barcode. See books checked out, when they are due, renewal status; renew books; search CLICnet; save preferred searches
- ___ *E-books* from Net library are also available through the CLICnet catalogue
- ___ CLICnet books can be sent to your home via US mail & then returned by user
- ___ Note that *Children’s Books/Curriculum* are available from Concordia (bible study guides, youth resources). Use the drop down menu to select

3. Select the “**Quick Search**” tab

___ Search by subject

___ Check the subject area for the search, select *Religion* box

___ Do a keyword search & a subject search – notice the difference

___ Search by database

___ Select any or all of the following databases: ATLA, CLICnet, JSTOR Arts & Science IV Collection, Oxford Reference Online, Proquest Religion

___ Do a keyword or subject search

___ Look over the Results

___ Find clustered results for topics; date; journals; authors

___ Pick a record and click on the “show in clusters”

___ Look at the Results by *Source* and notice which sources have the most record hits

4. Select the “**Articles (Databases)**” link

___ Select the subject area database, “Religion”

___ Look over the list of databases for this subject

___ Click on the icon next to a database name for information about this database

___ Notice the description for each database

___ Other designated database subject areas that might have relevant information: “Psychology”; “Business/management”; “Social Sciences”

___ Check “Trial” databases. Currently there is a trial for *Aluka*, an online digital library of scholarly resources about Africa

- _____ Select **ATLA**, an EBSCO database
- _____ Select **ProQuest Religion**, a ProQuest database

- ___ Select “Citation & Document Text” from the drop down menu
- ___ Notice the “And” drop down menu to narrow selections; Use “Or” to expand the search

- ___ Notice the option to search by dates
- ___ Click on the “More Search Options” for further searching options
- ___ Click the “Full Text Document” box and/or the “Scholarly Journals” box to get these selected results in the initial search

- ___ Do a keyword search (natural language) or a subject search (controlled language)

- ___ Note the alternative/additional subject options located on top of page

- ___ On the *Results* page, notice the Source choices
- ___ Choose “Scholarly” and note the journal titles
- ___ Click on the “Search Alert” box to save & have new articles automatically added to this search over time

- ___ Use the “Show only full text” box to have only full text articles
- ___ Check on a record to see the *Document* view
- ___ Click on “Journal Finder/Article Linker” icon shown by an individual article to get full text options for article either with a connection to another database or interlibrary loan request

- ___ Notice the *Subjects* for this document (subject headings which identify the main concepts within the article)

- ___ In the *Document* view, notice the options to print, e-mail, save
- ___ Click on the “Cite this” tab for citation information for this article
- ___ Click on the “Journal Information” to find out about the Journal
- ___ Set up a “Journal Alert”

- ___ Special feature tabs located at top of page: *Topics* (use to narrow topic & find other search terms) & *Publications* (use to find a specific journal and search within that journal)

- ___ Select **OCLC First Search** by using the alphabet selection option on the database listings (OCLC = national library catalogue)
 - ___ Go to Advance Search
 - ___ Enter a search using a keyword or subject search
 - ___ Notice the option to Limit Availability to “Item in my Library”
 - ___ Choose “non-juvenile” from the Audience box
 - ___ Note the variety of formats available
 - ___ Notice the “Related Subjects” & “Related Authors” tabs on the Results page
 - ___ Click on a record and the “Libraries that own this” to look for possible CLIC holdings
 - ___ Use interlibrary loan for materials not owned by local library. Since interlibrary loan materials are usually available for only a 3 week time, it might be better to request items through a nearby and local library. This will eliminate transport time between & allow you more actual time with the item
 - ___ Click on the “Help” button, type in “citing”, click on link, choose APA for examples –or- “cite this item” in document view

- ___ Select **Net Library** by scrolling down the list of databases
 - ___ Use the “Help” link for *Demos* on using Net Library
 - ___ Use a search option available from the drop down menu
 - ___ Choose a book and then click on “View Contents”
 - ___ Use the “Table of Contents” to find information
 - ___ Search within a book with the “Search within e-content”
 - ___ Use the “E-Content Details” tab to find subject terms
 - ___ Create a free account to save *Favorites* or *Bookmark* pages
 - ___ Limited print options

Other database special features:

- a. ATLA Religion Databases with ATLA Serials (ability to search by *Scripture Citation*)
 - b. EBSCO databases:
 - visual search (automatic tutorial)
 - ask a librarian link
 - c. JSTOR (all full text)
 - d. Ethnic Newswatch (newsletters/papers from Communities of Color)
 - e. Access World News (newspapers from around the world)
 - f. U.S. Census Bureau + state demographic sites
5. Select **“Supplementary Websites”**
- ___ Select *Google Scholar*, then Scholar Preferences
 - ___ Choose Concordia Univ., St. Paul & Open Cat for library access links
 - ___ Choose Advanced Scholar Search
 - ___ Search using keywords, phrases, selected dates, subject areas
 - ___ Find a result that has a “Full text available at Concordia”
 - ___ Find a result that has “Other resources @ CSP” to use the Interlibrary loan services available at Concordia
 - ___ Use the *Library Search* link by entering your zip code to find the closest library and/or a direct link to the CLIC catalogue
 - ___ Find a full text HTML document
 - ___ Notice the number of “Cited By” records to help evaluate this article’s importance in the field
 - ___ Search for unpublished information by entered *unpublished* in the “Publication” box
 - ___ Notice there are many results and few ways to narrow or focus the search results

6. Use the “**Journal Finder / Article Linker**”

- ___ Search with *Journal Title* or *Subject*
- ___ In **Journal Title box**, type in *Missions*; click on “Mission Studies”
- ___ Notice that this journal is located in 2 different databases
- ___ Notice dates available for each of the databases
- ___ Click on “Academic Search Premier (EBSCO)”
- ___ All available issues of the journal are listed on the results page
- ___ Find information on the publication
- ___ Choose year; volume; issue; scroll contents to find article

- ___ Use the **Subject** drop down box, choose *Philosophy & Religion*
- ___ Choose *Christianity* & note there are 232 journals available
- ___ In the journal results list, note the most prevalent databases

7. **Getting full text articles and interlibrary books**

- ___ ILL policies and procedures are found on the library homepage under “About” and *Facts for Off Campus Users*
- ___ Find Interlibrary loan forms under “Help” & *Forms & Requests* on the library homepage or on the blue navigation bar on the CLICnet homepage
- ___ Check Journal Finder to see if journal is owned by Concordia
- ___ In database searches, use the Article Linker to connect to other Concordia resources or the Interlibrary loan form
- ___ Use the Article Linker to get full text either through another database or via submitting the Interlibrary loan request

8. **Help**

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