Library Services for
SU Business
Undergraduate Students

Website: http://www.lib.subr.edu

Telephone: (225)771-2841

Emma Bradford Perry Dean of Libraries

Created by: M. Payne, Emerging Technologies Librarian

Need Help?
Contact Maletta Payne
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Contents
Library’s Website...........................................................................................................Page 2
Databases & Access........................................................................................................Page 2
Off-Campus Access.........................................................................................................Page 2
Nursing Databases........................................................................................................Page 3
Boolean Operators..........................................................................................................Page 3-4
Truncation.........................................................................................................................Page 4
Search Strategies...........................................................................................................Page 5-9
Subject Heading..............................................................................................................Page 10
Printing (EBSCO)...........................................................................................................Page 11-12
Email Results..................................................................................................................Page 13-15
Saving Results................................................................................................................Page 16-18
Dissertations..................................................................................................................Page 19-20
Electronic Book Collection.............................................................................................Page 20
Print Books.....................................................................................................................Page 21
Library Services for Undergraduate Students
Interlibrary Loan.............................................................................................................Page 22
Ingenta Connect...............................................................................................................Page 22
Individual Study Carrels.................................................................................................Page 22
Group Study Rooms......................................................................................................Page 23
Computer Labs...............................................................................................................Page 23
Research Assistance......................................................................................................Page 23
Library Hours...............................................................................................................Page 24
Accessing Databases

Enter the library’s website (http://www.lib.subr.edu)
Locate Find, Select Articles & Databases, Click: Databases A to Z

Off-Campus Access

To access databases Off-Campus, select the database of your choice. You will be prompted to enter a User ID and PIN.

- User ID = Banner Identification Number
- PIN = CHANGEME
- Click Authenticate

Please contact the ASK HERE DESK if you are unable to access databases at (225) 771-2841.
Boolean logic refers to the logical relationship among search terms (key words). Use Boolean Logic to narrow, broaden, or exclude search results. Boolean logic consists of three logical operators: AND, OR, NOT.

- **AND** (Reduces the number of search results)
- **OR** (Broaden search results)
- **NOT** (Narrow or exclude search results)
Boolean Operators

**Boolean Operator AND** connects two or more keywords. Boolean AND reduces the number of search results. Example: Fluid **AND** Electrolyte Imbalance

**Boolean Operator OR** connects two or more similar concepts.
Example: Oral Lesions **OR** Ulcers

**Boolean Operator NOT** is used to exclude words from your search.
Example: Women **NOT** Men

**Truncation**

**Truncation**, also called stemming is a technique that allows you to search for various word endings and spellings simultaneously. To use truncation enter the root of a word and put the truncation symbol at the end. The database will return results that include any ending of that root word.

**Examples:**

Child* = child, childs, children, childhood
Administrat* = administrator, administrating, administrative

The goal in truncation is to retrieve more results. Common truncation symbols include: (*)Asterick, (!)Exclamation mark, (?) Question, (#) Hashtag
Search Strategies

A search strategy is a plan for conducting research. The steps of search strategy include:

Step 1: Write down your assignment question or topic.
Step 2: Identify the major concepts/keyword
Step 3: Consider alternative keywords or phrases that could be used. Utilize subject headings used in databases.
Step 4: Develop your search strategy
Step 5: Identify relevant databases

Basic/Advanced Searches (Business Source Complete)

The Basic Search Screen of EBSCO interfaces lets you create a search with limiters, expanders, and Boolean operators.

To create a Basic Search:

1. Enter your search terms in the Find field on the Basic Search screen.
2. Click the Search Options link, if you would like to use any of the optional Limiters or Expanders. To close the Search Options, click the link again.
3. Select a specific search mode, such as "Find all of my search terms," or "SmartText Searching."

4. Apply Limiters such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."

5. Click the Search button. The Result List displays.
The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can apply the limiters under **Limit To** on the left or click the **Show More** link to view all available limiters.
To use Advanced Search with Guided-Style Fields:

1. Click the Advanced Search link below the Find field.
2. Enter your search terms in the first Find field on the Advanced Search screen.
3. Choose the search field from the optional Select a Field drop-down list (for example, search in only the Subject Terms field of the citation).
4. Repeat steps 1 and 2 for the second set of Find fields.
5. Select a Boolean operator (AND, OR, NOT) to combine the two Find field entries.
6. You can enter another Boolean operator, keyword, and search field in the third set of fields.
7. If you need additional rows, click the Plus button. Up to 12 rows can be displayed. To delete a row, click the Minus button.
8. Select from the available Search Options:
   - Search modes - Use specific search modes, such as "Find all of my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."
   - Limit your results - such as Full Text or Publication type.
- **Special Limiters** - Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears.

9. Click the Search button. The Result List displays.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To revise your search, you can apply the limiters under **Limit To**. Click the Show More link to view all available limiters and expanders.
Subject Headings

What are Subject Headings?

The CINAHL® Subject Headings authority file is a controlled vocabulary thesaurus that assists in more effectively searching your CINAHL database. Each bibliographic reference in the database is associated with a set of subject terms that are assigned to describe the content of an article.

Note: Pre-CINAHL® databases do not yet have subject headings assigned.

CINAHL® subject heading terms are arranged in a hierarchy, or "tree structure", that permits searching at various levels of detail from the most general level to more narrow levels to find the most precise terms. The subject headings include indexing annotations, scope notes, entry vocabulary, history notes, and allowable subheadings. The subject headings can be exploded to retrieve all references indexed to that term as well as all references indexed to any narrower term(s). Searches can also be limited with specific qualifiers (subheadings) to improve the precision of the search, and limited to major subject headings which indicate the main focus of an article.
Printing

Printing Your Results

You can set the defaults for Standard Field Format and Citation Format on the Preferences Screen. The selections that are set on Preferences will be applied when printing.

To print one or more articles or citations:

1. From the article, click the Print icon.

2. Accept the defaults and click Print.

3. Click OK to begin printing.

4. To return to the article or citation, click Back.

Advanced Features:

- If you are in the folder, Remove these items from folder after printing appears. Indicate whether you want to empty the folder of all items after printing.

- Include when printing - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text) will be printed.

- HTML Full Text (when available) – Indicate whether the HTML Full Text of the article (if available) should be included.
• **Current Search History** (when available) – Indicate whether the current search history should be printed with your Result List Items. (Note: It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you’ve edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

• **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - **Brief Citation** – Indicates that only a brief citation should be printed.
  - **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be printed.
  - **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be printed.

• **Citation Format** - If you would like to print your citations in a specific format, select one from the drop-down list:
  - AMA - American Medical Association
  - APA - American Psychological Association
  - Chicago/Turabian Author - Date
  - Chicago/Turabian Humanities
  - MLA - Modern Language Association
  - Vancouver/ICMJE

• **Customized Field Format** - If you want to select which fields are included with your results, see Custom Fields for Print/E-mail/Save.

**Note:** If your library administrator has provided the ability to translate an article, you must print the translated article directly from your browser window.

**To print PDF Full Text:**

To print an item in PDF Full Text format, you must use the Adobe Reader Print option. When viewing the PDF document in your browser window, the Adobe Print option (a printer icon) is included on the Adobe Reader toolbar located above the article. Note that if the item includes a citation and/or HTML text, they will print from the browser window.

**To print Linked Full Text:**

- If you are printing an article that includes Linked Full Text, you must follow the links directly to the Full Text and then print.
- If the article includes a citation and/or HTML Full Text, they will print from the browser window, but you will still need to follow the links directly to the Full Text and then print.
E-mailing Your Results

You can set the defaults for Standard Field Format, Citation Format, E-mail Format, and the default E-mail To address on the Preferences Screen. The selections that are set on Preferences will be applied when e-mailing.

To e-mail an article:

1. From the article, click the E-mail icon.

The E-mailing panel is displayed above the article.

2. Enter the **E-mail Address**. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, name1@address.com; name2@address2.com).

3. To send the e-mail, click **Send**; otherwise, click **Cancel**. A message appears when your e-mail has been sent.

**Advanced Features:**

- **Subject** - enter a subject to appear on the e-mail subject line. (For example, *Results of research on topic ABC*) (40 character maximum.)
- **Comments** - enter any comments you would like to include with your e-mail.
- **Format** – Select whether you want to send the e-mail in Rich Text or Plain Text format.
- If you are in the folder, **Remove these items from folder after e-mailing** appears. Indicate whether you want to empty the folder of all items after e-mailing.
• **Include when sending** - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and PDF Full Text) will be sent. (Most users will not need to use the "Customized Field Format" selection.) Persistent links to articles are automatically included in the e-mail.

• **HTML Full Text** (when available) – Include the HTML Full Text of the article, if available.

• **PDF as a separate attachment** (when available) – Include all citation information and the article in Adobe PDF format, if available.

• **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  
  o **Brief Citation** – Indicates that only a brief citation should be e-mailed.
  
  o **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be e-mailed.
  
  o **Detailed Citation and Abstract** – Indicates that a detailed citation and abstract should be e-mailed.

• **Citation Format** - If you would like to save your citations in a specific format, select one from the drop-down list:
  
  o **AMA** - American Medical Association
  
  o **APA** - American Psychological Association
  
  o **Chicago/Turabian Author - Date**
  
  o **Chicago/Turabian Humanities**
  
  o **MLA** - Modern Language Association
  
  o **Vancouver/ICMJE**

• **Current Search History** (when available) – Indicate whether the current search history should be e-mailed with your Result List Items. The history will be delivered as a separate HTML attachment. (Note: It is possible that the current search history and the Result List Items may not match. If your folder contains items from a previous session, or if you’ve edited or cleared search history without clearing your folder, you may receive both current search history and earlier folder results.)

**To e-mail Linked Full Text:**

If the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. If you are e-mailing an item that includes Linked Full Text, you must follow the links directly to the Full Text and then e-mail it. Otherwise, only the citation and any available HTML Full Text will be sent. If you follow the links to the Full Text and it is PDF format, the PDF will be sent as an attachment to the e-mail.
To e-mail a persistent link to a search:

1. Click the Share link at the top of your Result List.

![Image of search results and Share link]

2. Click the hyperlinked terms to the right of Add search to folder. The search query is now saved in the folder as a persistent link to a search.

3. From the Persistent Links to Searches area of the folder, click the E-mail icon. The Links to Searches area of the E-mail Manager displays.

4. Enter the E-mail Address. To send to more than one e-mail address, use a semicolon between each e-mail address. (For example, name1@address.com; name2@address2.com.)

5. Enter a Subject to appear on the e-mail subject line. (For example, Results of research on topic ABC.) (40 character maximum.)

6. Enter any Comments you would like to include with your e-mail.

7. If you are in the folder, Remove these items from folder after e-mailing appears. Indicate whether you want to empty the folder of all items after e-mailing.

8. Click Send; otherwise, click Back.

9. A message appears when your e-mail has been sent. If you selected more items than allowed by the library administrator, any remaining items will still be available in the folder, even if you marked Remove these items from folder after e-mailing.
Saving Your Results

You can set the defaults for Standard Field Format and Citation Format on the Preferences Screen. The selections that are set on Preferences will be applied when saving.

To save an article:

1. From the article, click the Save icon.

The Save panel is displayed.

2. To save the results, click Save. Otherwise, click Cancel.

3. From your browser menu, click File>Save As. Enter the path where the file should be saved (for example, C:ProjectResearchInfo). To save to disk, enter the path to the drive (for example, A:ResearchInfo). Be sure to save as an HTML or text file.

4. Click Save. To return to the article, click Back.

Advanced Features:

- If you are in the folder, Remove these items from folder after saving appears. Indicate whether you want to empty the folder of all items after saving.

- Include when saving - If you do not make any selections in this area, the defaults will apply. The Detailed Citation and Abstract (plus any available HTML Full Text and HTML links to articles) will be saved.

- HTML Full Text – Indicate whether the HTML Full Text of the article (if available) should be included.

- HTML links to articles – Indicate whether HTML links to the articles you have selected should be included. (To save only the persistent links to the articles, clear the Additional citation details
and abstract and the HTML Full Text check boxes and be sure to mark the HTML links to articles check box.)

- **Standard Field Format** - Most users will choose the default - "Detailed Citation and Abstract." You can also select from the drop-down list:
  - Brief Citation – Indicates that only a brief citation should be saved.
  - Brief Citation and Abstract – Indicates that a brief citation and an abstract should be saved.
  - Detailed Citation and Abstract – Indicates that a detailed citation and an abstract should be saved.

- **Citation Format** - If you would like to save your citations in a specific format, select one from the drop-down list:
  - AMA - American Medical Association
  - APA - American Psychological Association
  - Chicago/Turabian Author - Date
  - Chicago/Turabian Humanities
  - MLA - Modern Language Association
  - Vancouver/ICMJE

**To save PDF Full Text:**

If you are saving an item that includes PDF Full Text, the PDF does not automatically save from your browser window. You must open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to open the PDF in Adobe Acrobat Reader, and use the Reader's save capability.

**To save Linked Full Text:**

If the results include Linked Full Text, the Linked Full Text cannot be delivered via the folder. If you are saving an item that includes Linked Full Text, you must follow the links directly to the Full Text, and then save it.

If the item includes a citation and/or HTML Full Text, they will save from the browser window, but you will still need to follow the links directly to the Full Text, and then save it.
To copy a persistent link to a search:

1. Click the Share link at the top of your Result List.
2. Highlight the link text in the Permalink box and copy using your browser's copy function. You can immediately paste the link into a web site, document or e-mail.

To save persistent links to searches to the folder:

1. Click the Share link at the top of your Result List.
2. Click the hyperlinked terms to the right of Add search to folder. The search query is now saved in the folder as a persistent link to a search.
3. From the persistent links to searches area of the folder, click the Save icon. The Links to Searches area of the Save Manager displays.
4. If you are in the folder, Remove these items from folder after saving appears. Indicate whether you want to empty the folder of all items after saving.
5. Click Save; otherwise, click Back.
6. From your browser menu, click File→Save As. Enter the path where the file should be saved (for example, C:\Project\ResearchInfo). To save to a floppy disk, enter the path to the floppy drive (for example, A:\ResearchInfo). Be sure to save as an HTML or text file.
Dissertations

Print Dissertations & Theses

Prior to 2009: Southern University and A & M College theses and dissertations are searchable through the library’s online catalog and available in print in the John B. Cade Library Archives Department. Multiple copies of theses and dissertations are located in the general collection and are free to circulate. (See Circulation Policy)

To access dissertations and theses through the online catalog:

- Go the library’s webpage (http://www.lib.subr.edu)
- Locate FIND
- Click on Books and Journals
- Enter your search under Power Search, i.e., Word or Phrase, Author, Title, Subject, Series, Periodical
- Locate LOCATION
- Select Archives-Southern University Theses/Dissertation Coll.
- Click on Search

Electronic Theses and Dissertations (ETDs)

2009-Present: Southern University and A & M College theses and dissertations are available through ProQuest Theses and Dissertations Database. ProQuest Dissertations and Theses is a digital repository that store, preserve and provide access to the research and scholarship of the Southern University community as well as worldwide access.
**To access Electronic Theses and Dissertations**

- Go to the library’s webpage (http://www.lib.subr.edu)
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Locate Letter D
- Select/Click-on ProQuest
- Locate Search Subject Areas
- Click on Dissertations and Theses
- Locate ProQuest Dissertations & Theses Full Text
- Click on Search

**Electronic Book Collection**

- Enter http://www.lib.subr.edu
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Locate LETTER E
- Select eBook
- Select OFF CAMPUS
- You will be prompted to login to LOUIS Licensed Databases
- Enter your USERID (or ALTID)= Banner Identification Number (Example:S012233456)
- Pin=CHANGEME
- Select Southern University from the drop down menu
- Click on Authenticate
- Enter your search
Print Books

- Go to the library’s Website: http://www.lib.subr.edu
- Locate FIND
- Click on Books and Journals
- Enter your search under **POWER SEARCH**, *i.e.*, Word or Phrase, Author, Title, Subject, Series, Periodical
- Locate **TYPE** and select Book from the list of options
- Click on **Search**
- **SEARCH RESULTS** will list the number of titles found
- Each record will include: Title of Book, Author, and Year of Publication, Number of Copies Available /Location. **(SEE EXAMPLE BELOW)**
- Locate the CALL NUMBER/Go to Specified Floor

![Search Results Image]

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Call Number

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**1st Floor**
Reference Books
REFERENCE READING ROOM

**2nd Floor**
Call Numbers
A-H

**3rd Floor**
Call Numbers
J-P

**4th Floor**
Call Numbers
Q-Z

CHECK-OUT/ RETURN BOOKS at the CIRCULATION DESK on the 1st Floor of the library.
If you require further assistance Ask a Librarian at the Ask Here Desk, or by phone (225)771-2841.
Library Services for Undergraduate Students

Interlibrary Loan
What is interlibrary loan? Interlibrary loan is a system in which John B. Cade Library borrows a book (resources not found in the library’s collection) from another library per the student request. Interlibrary Loan request usually takes 2-4 weeks. To submit a request: Go to the library’s website (http://www.lib.subr.edu), Locate Services, and click Interlibrary Loan. Click First Time User to set-up an Interlibrary Loan Account. If you need assistance please contact Ms. Linda Forsythe at (225)771-2855.

Ingenta Connect
What is Ingenta Connect? Ingenta Connect is a pay per use service provided free of charge to SU Graduate Students to locate articles not found in the library’s collection. Please allow 24-48 hours for request to be processed. If you need assistance please contact Ms. Maletta Payne at (225)771-2604.

Individual Rooms
Individual Study Carrels are located on the 2nd floor of the library. Study carrels can be reserved for 3 hours. Students must check-out a study carrel at the 1st floor Ask Here Desk during the hours of 7:30 am-10:00 pm. You will need to present your Southern University Identification Card to reserve a room. If you have any questions please contact the Ask Here Desk at (225)771-2841.

Group Study Rooms
2 Group Study Rooms are available in the Reference Reading Room located on the 1st floor of the library. Study rooms are available for brainstorming, group work, presentation rehearsal, etc. Space is available on a first come first serve basis.
Students must check-out a study carrel at the 1st floor Ask Here Desk during the hours of 7:30 am-12:00 midnight. You will need to present your Southern University Identification Card to reserve a room.

If you have any questions please contact the Ask Here Desk at (225)771-2841.

**Computer Labs**
The library has 2 computer labs located on the 2nd floor of the library.

<table>
<thead>
<tr>
<th>Information Technology Center</th>
<th>Library Learning Resource Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft (Word, Excel, PowerPoint), 2 Plasma Televisions, 2 Group Study Rooms, 30+computers</td>
<td>Microsoft (Word, Excel, PowerPoint), 65 computers, 4 scanners</td>
</tr>
</tbody>
</table>

**Research Assistance**
For assistance with your research questions please contact:

Ms. Maletta Payne at (225)771-2604, Email: maletta_payne@subr.edu, Appointments are also available.

**Library Hours (Fall & Spring Hours)**
Monday-Thursday 7:30 am-12 midnight, Friday 7:30 am-5:00 pm., Saturday 1:00 pm-5:00 pm, Sunday, 2:00 pm-12 midnight

*Summer, Holidays, & Home Games Hours will be posted at the appropriate time.*