Navigating the Library Home Page

The library homepage can be accessed at: [http://library.gsu.edu/](http://library.gsu.edu/)

What are you looking for?


Here you can:

- Search most (90%) of the library’s databases at once by using the Discover Search
- Locate a list of databases by Subject
- Locate a specific database by Name

Looking for Books? Click on the Catalog tab. Use the Advanced Search option for the best results.

Want to find out whether the library subscribes to a specific journal title? Click on the Journals tab.

Looking for a list of all available resources on a specific subject? Click on the Research Guides tab and select from the list of options or conduct a search.

Need to read an article your professor has placed on reserve? Click on the Reserves tab.

Other helpful links on the library homepage:

- About the Library: What you’ll find: Department phone numbers, employee directory, floor maps, Library policies
- Search Collections: What you’ll find: Links to research tools and resources, including links to Special Collections
- Services & Support: What you’ll find: Subject librarian contact info, tutorials, computing info, group study room info
- Information for You: What you’ll find: Policies, borrowing info, password info and services for specific patron groups
Accessing and Using the Class Research Guide

The class Research Guide can be accessed at: http://research.library.gsu.edu/pols4422

You can also access the Research Guide by:

1. Clicking on the Research Guides tab on the Library homepage
2. From the drop-down menu, choose Political Science
3. From the resulting page, click on the link for the POLS 4422: NGOs and World Politics

The Research Guide provides access to all of the research tools you will need to locate appropriate information for your assignment, including access to the library Catalog to locate books, links to the library’s databases to locate articles, as well as search and citation tips and other helpful information.

Use the various tabs at the top of the Guide to access the search tools and other available information:

Assignment Tips

1. Choose a relatively narrow topic on which you will be able to locate information
2. Brainstorm words and phrases (keywords) to use when searching the library’s online resources
3. Determine the type of information you need, based on your assignment (Encyclopedia articles? Books? Articles in Scholarly journals? Other types of information?)
4. Use the list of keywords you developed and search appropriate resources to locate information on your topic:
   a. To locate Encyclopedia articles – Use the Library Catalog to locate books in print. Consult the class Research Guide for online encyclopedias
   b. To search for Books – Use the Library Catalog
   c. To search for Articles in Scholarly Journals – Use Subject and Multi-Subject Article Databases
   d. Other Types of Information – Ask the librarian assigned to this class, Brian Kooy
5. Evaluate the Information that you Found
   a. Is it enough?
      i. Did you find enough resources to meet the assignment expectations?
      ii. Does it provide you with the information you need to answer your research question?
      iii. If yes, proceed to read what you found, take notes, and write your paper
      iv. If no, continue to search for information until you are satisfied with what you find. If you run into problems, contact the librarian assigned to this class.
Library Catalog & Article Database Search Tips

These tips should work in the majority of library databases and online resources. Check the Help page of the resource you are using for specific information regarding how to best use that resource.

Basic Tips:

1. When accessing the library’s resources from off-campus you will be asked to enter your Campus ID and Password.

2. When available, use the Advanced Search option in the resource you are using. Advanced Search in many library resources allows you to expand or limit your search results in a variety of ways.

3. Keep your search terms brief and concise. If your topic involves multiple concepts, place each concept in a separate search box.


Advanced Tips:

1. To search for multiple word endings, place an asterisk at the end of the stem of a word:

   politic* will search for: politic, politics, political, politicize, etc.

2. In most databases, to search for a phrase, enclose the words in quotation marks. Try it both ways (with quotation marks and without) to see which one provides you with the best results.

   “non governmental organization”

3. Use the words AND and OR to narrow or broaden your search (must be typed in all CAPS). Examples:

   - **AND**: All of the words connected with AND will be included in your search results. The more words you connect with AND, the fewer results you will retrieve (narrows your search).

     elephants AND ivory AND trade AND poaching AND Africa

   - **OR**: Any of the words connected with OR will be included in your search results. The more words you connect with OR, the more results you will retrieve (broadens your search).

     ban OR boycott OR embargo OR prohibition OR restriction
Locating Books

To locate books owned by the GSU library:
1. Click on the **Find Books** tab on the **POLS 4422 Research Guide**
2. Click on the **Advanced Search** option
3. You can also access the catalog from the Library homepage
4. Enter your search terms in the boxes provide. It’s best to type only one search term, phrase, or concept into each box
5. Use the Suggested Topics at the top of the Results page to narrow your search, or choose one of the options to the left of the search boxes to search for your terms in the Title, Subject, or Title/Subject fields.

Depending on your topic, you may want to search for books on:
- Your **broad** topic
- Your **narrow** topic
- Your specific NGO, without including your broad/narrow topic
- Your **broad** and/or **narrow** topic AND your **NGO**
- **NGOs in general** that cover your specific issue

Example: Suppose you are looking for books about Amnesty International’s efforts on addressing human rights violations in Guatemala, you could structure your search like this:

```markdown
<table>
<thead>
<tr>
<th>Advanced Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Fields ⇧ Guatemala AND ⇧</td>
</tr>
<tr>
<td>All Fields ⇧ amnesty international AND ⇧</td>
</tr>
<tr>
<td>All Fields ⇧ human rights AND ⇧</td>
</tr>
</tbody>
</table>
```

Want to look for books owned by other University System of Georgia Libraries?

Use the **Universal Catalog**.

You can find a link to the Universal Catalog on the **Catalog tab** of the GSU library homepage.

Books owned by other libraries can be transferred to the GSU library.
You can also narrow your results by using the limiters beneath the search boxes. You can limit your results:

- **To a specific Subject/Call Number area:** For most searches, it’s best not to limit your results by Subject.
- **By Language:** For most searches you won’t need to do limit to a specific language; most books will be in English.
- **By Format:** Books, videos, electronic sources, etc.
- **By Location:** Choose “University Library” if you only want to see results for materials in the Atlanta campus library.
- **By Date Range:** Not necessary for most searches, unless you want to see only the most recent books.

Another way to narrow your results is to use the Suggested Topics at the top of the results list:

**Suggested Topics...** within your search.

- Human rights (9)
- Amnesty International (4)
- Capital punishment (3)
- Foreign relations (3)
- Derechos humanos (2)
- Guatemala (2)

**Additional Suggested Topics...** within your search.

- Non-governmental organizations (2)
- Civil rights (1)
- Corrupción (1)
- Corruption (1)
- Derecho (1)
- History (1)
- Honduras (1)
- Opresión (1)
- Political prisoners (1)
- Resistencia a la opresión (1)
- Torture (1)
- Violación de los derechos humanos (1)
- Violence (1)
- Violencia (1)
Finding Books in Other Libraries

If you’re not finding enough books on your topic in the GSU library, you can search the GIL Universal Catalog, which allows you to search and request books from any University System of Georgia library. To use:

1. Go to the Library homepage or the Find Books page of the POLS 4422 Research Guide.
2. Click on the link for the Universal Catalog.
3. Use the same search techniques to search the Universal Catalog as the GSU catalog.
4. If you find a book you need, click the “Log in to enable GIL Express Requests” link to have the book transferred to the GSU Library. Requests take anywhere from 5-10 days to arrive at the GSU library. Call the library’s Access Services Desk if you need help at 403.413.2820.

Finding Peer-Reviewed Scholarly Journal Articles Using the Library’s Databases

Use the library’s online databases to search for articles in peer-reviewed journals, magazines, and newspapers. There are two ways you can do this:

1. Search individual databases to locate articles in scholarly journals, magazines, and/or newspapers. You can find appropriate databases by using the Databases by Subject drop-down menu on the Library homepage, or on the POLS 4422 Research Guide on the Find Peer-Reviewed Journal Articles tab. The best article databases to start your search are the following political science article databases:

   ✓ Worldwide Political Science Abstracts: Bibliographic database providing access to 1,432 journals (some in full text) in political science and its complementary fields, including international relations, law, and public administration. Also provides citations to books, book chapters, and reviews.

   ✓ ProQuest Political Science: Bibliographic database providing access to over 460 leading political science and international relations journals. Some articles are available in full text. Also provides citations to books, book chapters, and reviews.

   ✓ PAIS International (Public Affairs Information Service): Bibliographic database providing citations to journal articles, books, government documents, statistical directories, grey literature, research reports, conference reports, publications of international agencies, and Internet material. All areas of the social sciences, but especially social and public policy are covered. Some articles are available in full text.

2. Search the Library’s Discover Search which is available on both the NGO Research Guide (under the Find Peer-Reviewed Scholarly Articles) and the library homepage (under the Discover tab). Discover searches almost all of the library’s databases at once (think of it as a database of databases!). Discover Search allows you to search for scholarly journal, magazine, and newspaper articles at once, as well as books that may be available in the GSU library. Use the Advanced Search option for the best results.

Both the individual databases and the Discover Search are searched in the same way. Use the search tips listed on the handout, as well as those listed on the POLS 4422 Research Guide for additional information. Journal articles are usually written about very narrow, well-defined topics, so when searching the databases you will want to search for articles on:

- Your narrow topic
- Your broad and/or narrow topic AND NGOs in general
- Your broad and/or narrow topic and the specific NGO you chose to research
The following is an example of a search using the Worldwide Political Science Abstracts database:

Advanced Search

Look Up Citation | Command Line

elephants OR ivory

AND (poach* OR trade)

AND (africa OR kenya)

What to do if there isn’t a full text link:
If the article is not full-text in the database you are using, try clicking on the Find It button to determine whether the article is available full-text in another database. If it is available (look for the “Full Text Online” link), the Find-It service will direct you to the article.

Finding the Full Text of An Article

1. If the article is available in full text from the database you are using, you will see a direct link to a PDF or HTML Full Text link on the results list.
   If there is no full text link, try clicking on the Find It button (when available) to determine whether the full text is available in another database. If it is (look for the “Full Text Online” link), the Find-It service will direct you to the article.
   o If the library provides access to the article through another database you will be directed to it
   o If the library only has the article in print you will see a link to the library catalog
   o If the library does not have the article in either format (print or electronic) you will see a link to request the article through the free interlibrary loan service, which will obtain the article from another university or college library. To request an article (or book) through the interlibrary loan service:
     ▪ Click on the Interlibrary Loan link on the Find Scholarly Journals tab of the class research guide (a link is also available via the library homepage by click on the Search Collections link at the top of the page and then the About Interlibrary Loan link).
     ▪ Log into the Interlibrary Loan system.
     ▪ Fill in your personal information
     ▪ Then, click on the Book or Article link on the left-hand side of the screen under the New Request heading.

What if You Don’t Find Enough Articles?

1. Try different search terms, including synonyms, in the database you are using.
2. Try searching for information on your broad topic.
3. Try another subject specific or multi-subject database.
4. Search the library’s Discover Search (if you haven’t already done so), located on the Library homepage and class Research Guide.
5. Look at the reference list or bibliography of one of the articles you did locate to find out what articles the author(s) used to write their article. You can then search for those articles, by entering the title of the article into one of the political science databases, or better yet, the library’s Discover Search which will search for the article in most of the databases to which the library provides access.

6. Use **Google Scholar**. You can access Google scholar from the class Research Guide or at [http://scholar.google.com/](http://scholar.google.com/). Google Scholar searches for information from academic publishers, professional societies, and other types of scholarly information. If the library provides access to an article you should be able to access the full text by clicking on the appropriate link (note, this only works when you are on-campus).

### Other Resources on the Class Research Guide

Note that the class Research Guide provides tools to locate a number of other resources, including:

- Newspaper articles
- Magazine articles
- Data & Statistics
- Websites of specific NGOs
- Blogs of specific NGOs
- Citing and writing help

### Need Help?

If you are not finding what you need, please contact a librarian. Here's how:

1. Contact the Librarian assigned to this subject area.
   
   Brian Kooy
   Room 542, 5th Floor Library South
   [bkooy@gsu.edu](mailto:bkooy@gsu.edu)

2. Visit the Research Support Desk on the 1st floor of Library North (M-F 11am-5pm)

3. Call the Research Support Desk at 404.413.2800 (M-F 11am-5pm)

4. Call the Access Services Desk if you have questions about your library account at 404.413.2820 (M-F 7am-2am)

5. Contact a librarian via the library’s online Live Assistance chat service (M-F 9am-8pm), available on the Library homepage.