GUIDE TO USING THE MANHATTANVILLE COLLEGE LIBRARY’S WEBSITE TO CONDUCT RESEARCH

Virtually all of the tools that you need to conduct research are linked to the Library’s Home Page in the set of tabs that appear directly below the word Library. As you move across the tabs, each will highlight in gray. The purpose of each of these tabs is reviewed briefly below:

BOOKS AND MEDIA TAB
- Click this tab to find:
  - Books
  - eBooks
  - Film Segments
  - CDs
  - Manhattanville graduate theses
  - DVD’s
  - Educational tests and kits

DATABASES TAB
- Click this tab to find:
  - Magazine, journal and newspaper articles
  - eBook collections
  - Films on Demand Collection
  - Electronic Reference Books (Credo Reference, Oxford Reference Online, and the CQ Researcher)

JOURNALS A-Z TAB
- Click this tab to:
  - Scan individual issues of a specific journal, magazine or newspaper
  - Find which databases cover a specific journal, magazine, or newspaper
  - Retrieve articles in full-text in many journals that are cited on a bibliography or handout.
  - Identify titles of journals and other periodicals in a specific discipline.

LIBRARY GUIDES
- Click this tab to find:
  - Research guides that are focused on:
    - Specific disciplines
    - Citation format
    - General research
    - Technology Tips
  - Prepared by the Manhattanville College Librarians and staff
# USING THE QUICKSEARCH BOX

<table>
<thead>
<tr>
<th>Access to:</th>
<th>Manhattanville College Library Catalog.</th>
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<tr>
<td>Content:</td>
<td>Records that describe:</td>
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<td>1. Books and eBooks</td>
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<td>3. Media, including DVDs, CDs, Film</td>
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<td>4. Manhattanville Graduate Theses.</td>
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<td>5. Educational Tests on Reserve</td>
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<td>2. Art Full-text</td>
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<td>3. Business Source Premier</td>
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<td>4. Communication and Mass Media Complete</td>
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<td>5. Education Research Complete,</td>
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<td>6. JSTOR</td>
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<td>7. Proquest Direct</td>
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<td>8. PsycARTICLES</td>
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<td>9. SocIndex with Full-Text</td>
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<td>10. SPORTDiscus with Full-Text.</td>
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<td>Off-campus log-in will be required.</td>
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<td>Follow the directions on the Library</td>
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<td>Home Page for Off-Campus Access.</td>
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<td>Login from off-campus: Last name only.</td>
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<td>Password: Mville: I.D.</td>
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**Note:** Remember, that if you wish to expand your search to include other databases than those listed above, you must:

1. Return to the Library Home Page
2. Click on the Databases tab
3. Select the Alphabetical or Subject approach to the databases
4. Select the database of your choice.
BEGINNING YOUR SEARCH FOR RESOURCES

1. Type your search terms in the Quicksearch box to search resources that the Manhattanville College Library owns. A record will then be displayed that shows the format of the item, as well as all of the publication information that you need to find this information on the shelf or access it electronically.

Option to view results by format, meaning the physical format of the item, such as book, article, DVD, manuscript (Manhattanville Theses), and a variety of other format types. 32 of my titles are books or eBooks, while 7 are Manhattanville College theses (manuscripts), for a total of 39 items.

Option to filter by Publication Date when searching for books and eBooks only. Starting date in the first box, ending date in the second box. Use years only.
Print books will show a location in the library. This book, entitled *Work and Family* is located on Tier 3, which is one tier down from the main floor.
The note “electronic resource” after the title signifies that this is an eBook.

Ebcohost publishes a database of eBooks, as well as journal databases.
LIMITING YOUR QUICKSEARCH TO VIEW ARTICLES ONLY

1. Perform your initial search using the keywords or phrases of your choice.
2. You now have your first set of results and it is time to refine or limit your search for articles.
3. Look at the left-hand column of the page that says “Refine By.”
4. Scroll down to “format” and click on “articles.”
5. As an alternate approach, you may also click on the Articles tab that appears underneath the Search Box next to the Catalog tab to display article results.

While this strategy will produce a large number of results, usually many of the articles that display will be relevant choices.
Click on the Full-text box or the Peer-Reviewed box to further limit your search.
SAMPLE ARTICLE RECORD

Driving Employee Engagement: The Expanded Role of Internal Communications.

Authors: Melvin, Kaye; Butten, Lori; Vela, Amy.


Abstract: Increasing organizations and their public relations professionals are recognizing the importance of integrating internal communication with employees. Internal communication is important for building a culture of transparency, delivering management and employee, and to engage employees in the organization's initiatives. This qualitative study used interviews with public relations executives to examine the expanding role of internal communications in employee engagement. Executive employ a variety of communication methods, including face-to-face communication, to communicate with employees. The executives' internal communication strategies aim to build internal engagement with employees. In turn, public relations executives themselves are an extension of internal employee engagement. (NOT FOR PUBLICATION)

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Author Affiliations: Kaye Melvin, College of Business, High Point, NC, USA.

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Accession Number: 8506899

Images:
Article records appear precisely as they would if you had selected the Business Source Premier Database from the Library Home Page, under the Databases tab. On this screen, I have opened up the full record for this item.

To return to viewing other results from your Encore QuickSearch, CLICK ON THE TAB AT THE TOP OF THE PAGE THAT SAYS ENCORE and shows part of your search strategy.

DO NOT CLICK ON THE “RESULT LIST” LINK that appears in blue above the title of the article. This link works only when you have accessed the database directly from the Library Home Page.

E-Mail articles individually to yourself using the envelope icon link on the right-hand side of the screen.
USING THE IDS PROJECT OPTION TO EXPAND YOUR SEARCH

FOR PRINT BOOKS

Once you have exhausted the book resources available at the Manhattanville College Library, EXPAND your search by taking steps to borrow print books from other libraries. You may request that these books be shipped to you for pick-up at the Library Service Desk, a process that will take between 1-2 weeks under normal circumstances. Generally you will be able to keep the book(s) for one month, and some titles can be renewed upon request.

1. If you do not have an ILLIAD account, click on the Inter-Library loan link from the Library Home Page, complete the form, and press the Submit button. YOU MUST HAVE AN INTERLIBRARY LOAN ACCOUNT TO COMPLETE THIS PROCESS!!

Return to the Library Home Page and once again use the BOOKS AND MEDIA TAB.

2. Move to the lower portion of the page and type your search terms in the space next to the phrase “IDS Project.”

Type your search terms next to the IDS Project Search box.
When you execute your search, you will see a combination of records that contain resources owned by the Manhattanville College Library, as well as books owned by other libraries.

EXPANDING YOUR IDS SEARCH TO INCLUDE MORE LIBRARIES

Generally, the IDS search has three capabilities:

1. **MANHATTANVILLE COLLEGE LIBRARY SEARCH** – This is generally the default option when you go directly into the IDS search.

2. **QUICK DELIVERY LIBRARIES** – these are libraries in close proximity to Manhattanville, such as New York state libraries only.

Physical resources that are owned by Manhattanville College Library will show a Call Number location on the shelf and a tier where the section is located.

Resources that can be borrowed from other libraries will say “Get It for Me,” and link you directly into your ILLIAD interlibrary loan account. All of the pertinent information about the books will be filled in for you if you have an ILLIAD account.
3. **WORLDWIDE LIBRARIES**— This search option will expand your search to libraries all over the United States and world-wide. **THIS SEARCH WOULD BE MOST APPROPRIATE FOR VERY OBSCURE ITEMS ON A VERY FOCUSED RESEARCH TOPIC.**

In order to move between these three searching options, **CLICK IN FRONT OF THE SMALL CIRCLE TO INDICATE WHICH SEARCHING OPTION YOU WISH TO USE.** As you click on different circles, your search will be automatically run again and new titles will appear for you to review. The number in parentheses indicates the number of libraries that are being searched. **REMEMBER THAT YOU CANNOT BORROW ELECTRONIC BOOK RESOURCES, ONLY PRINT BOOK TITLES THAT WILL BE PHYSICALLY SHIPPED TO US.**

Click in one of these circles to expand your search beyond the Manhattanville College Library.

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11/11/2014 (N.B.)