

AU ONLINE LIBRARY AND DATABASE COLLECTION TUTORIAL

Elizabeth Windsor– Subject Specialist Librarian, Argosy University, Seattle Campus

Access the Online Library through the Campus Common using your student username and password. The Campus Common is located at <https://mycampus.argosy.edu/portal/server.pt> After logging into the Campus Common, the following screen should appear:

The screenshot shows the Argosy University Campus Common homepage. At the top, there is a navigation bar with links for HOME, ACADEMICS, MY CAMPUS, STUDENT FINANCE, CONTACTS, and MY CAREER. On the right side of the header, it indicates 'You have 0 Messages' and '0 Actions Required'. The main content area is divided into several sections. On the left, there is a 'Financial Aid TV' section with a 'Watch videos' button and a 'HIDE' button. Below this is a 'New Financial Aid Resource!' announcement. In the center, there is a 'Top Stories' section with links to 'Blended & Online Course Support Information' and 'Library Webinars'. On the right, there is a vertical menu of service links: LIBRARY, GMAIL & GOOGLE APPS, CONNECTIONS, MY SELF SERVICE, DIGITAL BOOKSHELF, WEB SPACE, and LIVE TUTORING SERVICES. Below these links is a survey button 'Tell Us About Our Ability To Serve You'. Further down, there is a 'My Classes' section with a message about registration status. At the bottom right, there is a 'Useful Links' section with a list of links including 'Library', 'Bookstore', 'Aj_Tutoring_Services', 'Software and Accessories', and 'Argosy Apparel'. Two orange callout boxes provide instructions: one points to the 'LIBRARY' link in the vertical menu, and the other points to the 'Library' link in the 'Useful Links' section.

To access the Online Library, select the “Library” link. To access the Argosy University Seattle Library homepage, select the “Library” option (under the Useful Links heading). The Argosy University Seattle Library homepage includes the local catalog as well as our 24/7 Chat With a Librarian! Feature. The Online Library includes the University’s databases and other electronic resources.

Selecting the “Launch Library” link will lead to the Online Library, shown below:

The screenshot displays the 'QuickSearch' interface. At the top, it says 'QuickSearch' and 'Search multiple Argosy University Online Databases simultaneously.' Below this is a search input field with a dropdown menu set to 'Title'. A 'Search' button is to the right. Below the search bar is a dropdown menu set to 'All Resources' and a 'Search' button. A note at the bottom of the search bar says 'Use our [Advanced Search](#) to find full-text articles!'

Below the search bar are four categories, each with a 'Click Here' button and an image:

- Find Articles**: Image of a stack of papers.
- Find Books**: Image of a stack of books.
- Find Dissertations**: Image of a spiral notebook.
- Find Videos**: Image of film reels.

At the bottom is a 'Browse by Subject' section with a grid of icons and labels:

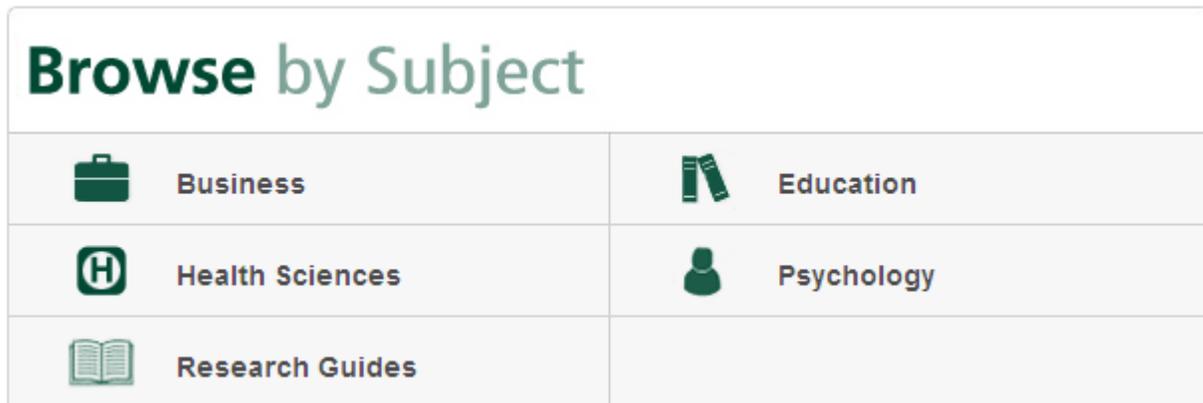
Business	Education
Health Sciences	Psychology

Several Ways to Search!

This guide will introduce you to using the Quick Search for Basic and Advanced Searches. The “Browse by Subject” search method will also be explained.

BROWSE BY SUBJECT SEARCH METHOD—RECOMMENDED

The Browse by Subject search method is recommended as the Online Library resources are grouped into subject-specific collections.



For example, if you select “Business,” you will be directed to a list of business-related resources:

AUO Online Library | 12/14/2011



HOMEFINDQUICK REFERENCECITING SOURCESSERVICES & POLICIES

Business

Students studying business administration, health services management, management, and other related areas are encouraged to utilize the following [databases](#) and [websites](#).

Databases

[A-Z of Online Journal Titles](#) - Search for a specific journal title to find if it is available in AUO's databases.

[ABI/INFORM Complete](#) - A comprehensive business database containing thousands of journals. Offers full-text titles covering business and economic conditions, corporate strategies, management techniques, as well as competitive and product information. International coverage provides complete picture of companies and business trends around the world.

[ABI/INFORM Dateline](#) - Local and regional business publications focusing on hard-to-find local and regional business news coverage of large corporations, privately held companies, local start-ups, executive profiles, marketing, finance, and industry news. Provides access to business information not typically found in national news sources. Contains news and analysis, information on local markets, and more gathered from major business tabloids, magazines, daily newspapers, wire services, and city, state, and regional business publications.

The same is true of the Education, Health Sciences, Psychology, and Research Guide options. (Note: The Research Guides offer information on a variety of general research topics.)

It is highly recommended that students familiarize themselves with Online Library resources specific to their subject in order to research effectively.

Using subject-specific databases provide more relevant data for your research as well as more control over your research, especially if you use the Advanced Search option (available within almost every database).

Why use Advanced Search within Subject-Specific Databases?

More search options = more control = more relevant results

QUICK SEARCH METHOD

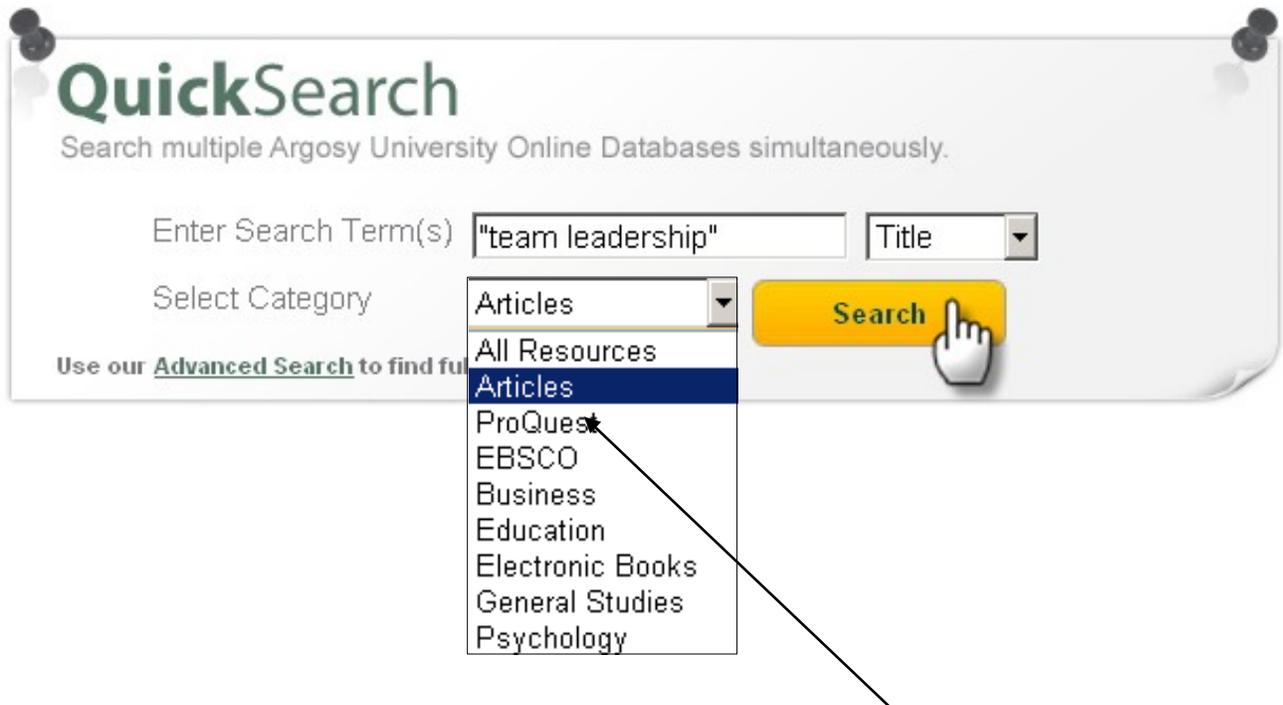
What is Quick Search?

The Online Library's **Quick Search** is accessed on the library homepage. It's known as a "federated search engine." This means that it searches through the electronic resources of the Online Library—all from one search box!



The screenshot shows the Argosy University Online Library homepage. At the top, there is a navigation bar with links for HOME, FIND, and QUICK REFERENCE. Below this is a large white box titled "QuickSearch" with the subtitle "Search multiple Argosy University Online Databases simultaneously." The search interface includes a text input field for "Enter Search Term(s)", a dropdown menu for "All", a "Select Category" dropdown menu set to "All Resources", and a yellow "Search" button. A link for "Advanced Search" is also visible.

This is a "**Basic**" Quick Search:



This screenshot shows the "QuickSearch" interface with specific search options selected. The search term "team leadership" is entered in the "Enter Search Term(s)" field, and the "Title" dropdown is selected. The "Select Category" dropdown menu is open, showing a list of options: Articles, All Resources, Articles, ProQuest, EBSCO, Business, Education, Electronic Books, General Studies, and Psychology. A mouse cursor is pointing at the "Search" button.

First, search for your topic by selecting your search options. Here is a search for articles.

Use "quotation marks" when searching for phrases to get the most precise results.

You can filter your results to **full text for journal articles, electronic books and other resources** found in the Online Library. You can also filter your results to be from **peer-reviewed sources**.

[Refine Search](#) | [New Search](#)

Filter by:

Full Text

Peer-reviewed

On your results page, you have the option to filter your results to **full text** and **peer-reviewed**. After selecting one or both of these filters, you will have an updated results page.

Topics **Date** **Resources** **Autho**

 Clustered Results

[Refine Search](#) | [New Search](#)

Filter by:

Full Text

Peer-reviewed

Topics **Date** **Resources** **Authors**

 Clustered Results

“**Refine Search**” takes you back to your original search query where you can edit and run the search again.

“**New Search**” takes you to a fresh search page to start a new query.

Topics	Date	Resources	Authors
Clustered Results			
All Topics			
+ Project (15)			
▪ Book, Reviews (12)			
▪ Transformational leadership (11)			
+ Users may print, download (11)			
▪ Leadership style (9)			
▪ Shared leadership (9)			
▪ Leadership Effectiveness (7)			
▪ Team leadership skills (7)			
▪ Agency, Account (6)			
▪ Program, Elements (6)			
More			

Clustered Results sort your results into categories to help save you time in deciding which results are most appropriate for your research.

Results By Source
▪ Academic Search Elite (27)
▪ Business Source Elite (33)
▪ Chronicle of Higher Education ⓘ
▪ Credo Reference (21)
▪ Entrepreneurship (85)
▪ ERIC (134)
▪ ProQuest Central (7421)
▪ PsycARTICLES (26)
▪ Psychology & Behavioral Sciences Collection (10)
▪ SAGE Journals Online (11)
▪ Science Direct ⓘ
▪ SPORTDiscus with Full Text (12)
▪ Wiley Online Library ⓘ

View the results from a specific database by clicking on the database name under **Results by Source**. The number of results for each database is shown in parentheses next to each resource.

[5. The Art of Team Leadership.](#)
 Tiffan, Bill; Tiffan, Bill.
Physician Executive (0898-2759)
 3/1/2011. Vol.37, Iss.2; p.78-80
 Source: [Business Source Elite](#)
[Show Abstract](#) | [Similar Results](#)

Click on the title to access the result.
 You can also view the document's **abstract** (summary) to help you decide if it meets your needs.

You can select multiple results to “Export/Save.” This option offers the choices to export your selected records directly to **RefWorks** (or other reference management tool), or export as plain text or HTML.

Select all records :: [2 selected records](#): or [Export/Save](#) ^

Export Selected Records

- Directly to  RefWorks
- In format compatible with EndNote, ProCite, etc.
- As HTML
- As Plain Text

Cancel Export

Advanced Search Within Quick Search

Advanced Search to find full-text articles!'." data-bbox="89 471 904 667"/>

QuickSearch
Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s) All

Select Category All Resources

Use our [Advanced Search](#) to find full-text articles!

Use the **Advanced Search page** for expanded searching options.

Basic Search

Advanced Search

[Search tips](#)

Search by subject | [Search by database](#)

<input type="text" value="team leadership"/>	Keyword ▾
And ▾ <input type="text" value="customer satisfaction"/>	Keyword ▾
And ▾ <input type="text"/>	Keyword ▾
And ▾ <input type="text"/>	Keyword ▾

Year: (Format: yyyy)

- Select All**
- [All Resources](#)
- [Articles](#)
- [Business](#)
- [E-Books](#)
- [Education](#)
- [Health Sciences](#)
- [Psychology](#)
- [Quick Reference](#)
- [Videos](#)

On Advanced Search, you will find the **Year Search Limiter** to enter a specific date and advanced Boolean searching (**AND, OR, and NOT**). You can also customize your search by selecting subject areas and databases.

Choose **Search by Subject** or **Search by Database** to customize your search.

Your results page will be the same as from the Basic Quick Search. You can still filter your results to **full text and peer-reviewed**.

If you have any questions, please feel free to contact the Library at 206.239.2359. You may also contact AU Seattle Subject Specialist Librarian Elizabeth Windsor at ewindsor@argosy.edu or 206.393.3623.



