Off Campus Library Services

OCLS IS YOUR VIRTUAL LIBRARY
Jackson Library in Marion, IN

Indiana Wesleyan University strives to provide you with quality library services even though you may never enter the doors of the physical library.

Jackson Library, opened January 2003
Getting your degree motivates you to:

- Review pertinent literature your discipline.
- Know how to find and identify quality information.
- Understand the navigation of library databases to find quality information.
- Know how to distinguish between objective and subjective information.
- Understand how to navigate the databases and ask for help when needed.
What OCLS is for your program

- Access to databases with thousands of articles, books, and material for research in the business discipline.
- Access to professional librarians who can guide you to finding the right material for your specific research.
- Access to services that can expedite your information seeking needs.
OCLS Services Include

- Access to online subscription databases via your IWU network username/password.
- Reference assistance.
- Document delivery of full-text (books and/or articles).
- Interlibrary loan (if Jackson Library doesn’t have it, then OCLS will try to obtain from other libraries).
OCLS Services Include

- Custom reference assistance via research guides. Follow the step-by-step directions to get to your needed information.
- Librarians may be a part of your online course as an embedded librarian.
- Help with APA references.
http://www2.indwes.edu/ocls
OCLS Home Page Links

- Articles – Access to the electronic library magazine/journal databases
- Books – IWU catalog and E-book collections
- Websites – organized by discipline/topic and selected by librarians.
- OCLS Tools – Links to help with specific needs, e.g. tutorials, interlibrary loan, etc.
- Help – Other widely used university links, e.g. MyIWU Page.
- Key Links – Journal Titles; help request; APA Style Central, etc.
Tasks to get ready for library research

☐ Make sure you have Adobe Acrobat Reader on the computer you will be using.

☐ Link to the free download for Acrobat Reader.

☐ You will be ready to download/read articles from the online databases.
Understanding Boolean Searching

- Boolean searching is a principle for finding specific information in an online database, especially journal articles.
- Allows combination of terms.
- Uses operators (*and, or, not*) to get desired results.
- Venn diagrams provide visualization of what the computer does behind the scenes.
A search in the Business Source Complete article database for Restructuring **AND** Corporations yields articles with both terms.

Only the articles in the overlapped area (Restructuring **AND** Corporations) are in the result set.
A search in the Business Source Complete article database for Restructuring OR Reorganization yields articles with either, or both terms.

The articles in **all** of both circles (Restructuring OR Reorganization) are in the result set.
A search in the Business Source Complete article database for Restructuring **NOT** Bankruptcy yields everything with restructuring but eliminates any about bankruptcy.

Only the articles for Restructuring that **exclude** the word Bankruptcy (blue) are in the result set.
Why use Boolean operators?

- To focus a search, particularly when your topic contains multiple search terms.
- To connect various pieces of information to find exactly what you need.
Library Catalog at IWU

☐ When you need **books** you can look in the library catalog and find hardcopy and/or electronic books that will aid in your research.

☐ Start at the OCLS home page:

  - [http://www2.indwes.edu/oclsl](http://www2.indwes.edu/oclsl)
You can have a basic keyword search.

Choose Advanced Search for more options...
Choose the kind of search you want to do, e.g. author, title, subject, keyword, and then type in your term and click on Search.
These are the subjects. Select one that works for your research.
You will get a list of books that might be appropriate for your research.
Look at the icons on the left. They describe what the item is. The first one is an e-book (red e) and the third one is a print book.
The e-book, you can click on Read Now! and go right to the book. (You may need to log in first.)
You will be linked to a screen where you can read the book. Click on PDF Full Text and wait for the book to load. Scroll down for a table of contents.
Here is the book for you to read on your computer!
If you find a hardcopy book and would like it sent to you, click on the title. On the next screen use the Request option, to begin the process of checking out the book.
Choose the option Postal Delivery

Click submit
From any of the library catalog screens, you can go to My Library Account (top, right). This allows you to renew checked out items and see what you have borrowed from the library.
OCLS provides you with access to hardcopy books, e-books, and more!