WAYNE STATE UNIVERSITY LIBRARY SYSTEM RESOURCES
SCHOOL OF INFORMATION SCIENCES
2018-2019 NEW STUDENT ORIENTATION
HANDY TIPS FOR CONDUCTING RESEARCH

1. **LIBRARIAN LIAISON:** Rachael Clark  
   425 Purdy/Kresge Library  
   (313) 577-6709  
   av1891@wayne.edu

2. **WAYNE STATE UNIVERSITY LIBRARY SYSTEM (WSULS) HOME PAGE:** http://www.library.wayne.edu

   The WSULS home page is your gateway to most of the information and research services listed below! Sign on directly to the home page using the above URL. For best access to licensed resources, do NOT go through Academica.

   When the home page comes up, you can review our services and resources via the "Menu" button in the upper right-hand corner of the screen.

   **ACADEMICA, CANVAS AND EMAIL or LIBRARY ACCOUNT sign-in options:** On the far right of the menu is the “Sign-In” section. This is where you can sign into Academica, Canvas, and WayneConnect or your library account with your access id and password.

   **HELP:** There are several options available to contact a librarian. For immediate assistance, Chat and Text are available 24/7 with the exception of ten holidays. For more detailed requests, you can email, call, or make an appointment to meet with a librarian.

   **QUICK LINKS:** The most frequently used links are in a banner across the page. Some links are for services, but most are means of finding information. The options you may use most are:

   **ARTICLE DATABASES:** All databases are shown by default in an A-Z list. You can search by subject area or by first letter of the database name. You can also search for a database by putting in a keyword in the search box under the word “Description.” If accessing databases from off-campus, a box will come up requesting your Wayne State University access id and password. Use the same access id and password that you use for Academica, Canvas, etc.

   Most databases have useful “help” screens to teach you to search. Look for the word “Help” or a question mark displayed as a link on the search page.

   **EJOURNALS:** You can search our online journals by title or by subject area. We often have multiple access points to journals. Please note the providers and dates of coverage for each option and choose the one that best suits your needs.

   If accessing full-text online journals from off-campus, a box will come up requesting your access id and password. Use the same access id and password that you use for Academica, Canvas, etc.

   If you have a citation for an article, you can find out if we have immediate electronic access by entering the relevant information into Citation Linker or through the GoogleScholar link on the library website.

   **CATALOG SEARCH:** A drop-down box under allows you to search by keyword, title, author, and more. Please note there is an option for an Advanced Search interface and a link to Course Reserves.
Try these searches:
title= open access
subject= library science
author= bajjaly stephen
keyword= (library science)
keyword= “library science”

Note: Some licensed e-books require your access id and password to access, even when you
are on campus. Use the same access id and password that you use for Academica, Canvas, etc.
For information about e-books, use this research guide: https:// guides.lib.wayne.edu/ebooks

Most individual book records for physical books in the catalog have a map button to locate the
book in the library. If a record has a book location map, the link will be displayed on the right-
hand side of the record.

Summon: Summon is a discovery tool that searches across most of the library resources in a
single interface. Clicking on the Summon link brings up a search box that allows you to put in
a search query that will be run against the online catalog (books – physical and electronic, dvds,
etc.) and many of our licensed journal databases at the same time. Results can be refined by
using the filters located on the left-hand side of the results screen. Advanced search will allow
you to develop a more focused query with boolean operators (AND, OR, NOT) and more.

Try this basic keyword search using the Summon link:
(librarian* or library or libraries) and (ethics or ethical)
(Try limiting results by “Peer-Reviewed” and “Language,” or by “Library Catalog”)

Google Scholar: When accessed through the library website, GoogleScholar’s search results will help
you identify items immediately accessible through the WSU Libraries. Look for the link that says, “Full-
Text @ Wayne State” to the right of the results list.

Research Guides: Our Research Guides cover a wide range of subject areas and include how-to topics,
such as How To Cite References Using APA Style and Library and Information Science. The Library and
Information Science research guide can also be accessed through your course site in Canvas. Another guide
that may be useful is eBooks at Wayne State University.

Interlibrary Loan: There are many methods to access material that Wayne State University does not
own. One of the ways is through Interlibrary Loan. Before you request an item, please try your search using
Summon and GoogleScholar. You may find we have access to what you are looking for without having to wait
for Interlibrary Loan.

Interlibrary Loan Services provide a means to access journal articles, books, dissertations and other materials
that are not available at Wayne State University. Use your Wayne State University access id and password to
log in. If you have NOT used ILL before, you will be prompted after login to register for ILL under the words
“Update Information.” You only have to register once.

Quicksearch: The QuickSearch search box on the home page brings in results from a Summon
search for journal articles and results found in the Wayne State University Library System
website, including items from the Catalog, Research Guides, Digital Collections, etc. Enter your
search query and click on the yellow search button. The search results are arranged by
categories. QuickSearch will also search for a complete citation.

Try this basic keyword search (with truncation) in Quicksearch:
librar* and ethic*
SERVICES: The WSU Libraries offer several services. The ones that may be most useful to you are:

BORROWING: Choices include “Borrowing Privileges for WSU Students, Faculty and Staff” and “Borrowing from Other Libraries.”

INSTRUCTION: There are several choices here to help you with your research, including “Library How-To Videos on You Tube,” “Citation Management Options” for those really big papers that require a lot of sources, and the Assignment Planner to help you plan your paper writing time more efficiently.

Here is a direct link to the “Citation Management Options,” which include EndNote, RefWorks, and Zotero: https://library.wayne.edu/resources/software/

FACULTY/GRADUATE RESEARCH SUPPORT: https://library.wayne.edu/services/research/

3. LIBRARY AND INFORMATION SCIENCE DATABASES
(Access through “Article Databases” or the “Library and Information Science Research Guide”)

Library and Information Science Full-Text Library
and Information Science Retrospective Library
and Information Science Abstracts (LISA)
Library, Information Science and Technology Abstracts (LISTA)
Information Science and Library Issues Collections
Oxford Companion to the Book
ARL Spec Kits

4. INFORMATION ON ACCESSING PHYSICAL BOOKS AND OTHER NON-ELECTRONIC MATERIALS FOR SIS ONLINE DEGREE PROGRAM STUDENTS:

A. The Wayne State University Library System participates in MelCat borrowing and lending. There are over 700 participating institutions in the State of Michigan. **SIS Online Degree program students** who reside in Michigan may be affiliated with a local MelCat library. Use this URL to check:
   http://elibrary.mel.org/screens/participating.html
   Wayne State University materials are listed and available from the MelCat catalog: http://elibrary.mel.org

When requesting WSU-owned materials through MelCat, it is important that **SIS Online Degree Program students use their local MelCat library’s “library card/account” name** rather than Wayne State University’s “library card/account” name to borrow a monograph from the Wayne State University Library System’s catalog.

If Wayne State University owns a particular item, a request for that item by a **SIS Online Degree program student** using Wayne State University’s “library card/account” will result in a machine-generated denial of the request! MelCat will not facilitate the loan of an item available in the Wayne State University Library System catalog with a status of “Checked in” to an identified Wayne State University student, faculty or staff member, **SO USE YOUR LOCAL LIBRARY’S “LIBRARY CARD/ACCOUNT” NAME!**

B. **SIS Online Degree program students** who do not reside in the state of Michigan, or who are residents of the state but are not affiliated with a participating MelCat library can use WorldCat to see if a monograph is located in a library closer to home. Use this URL: http://www.worldcat.org

Academic libraries in the student’s area may have a **guest borrower card program** that lets a student from another university or college purchase a guest borrower’s card. The student’s local public library may have an Interlibrary Loan service that can be used.

C. Should the two methods above fail to retrieve a copy of a monograph that is **OWNED** by the Wayne State
University Library System, the WSU Interlibrary Loan service can be used. **We are unable to provide material owned by other libraries to distance education students via ILL due to limitations in our reciprocal agreements with our lending partners.** The first time a SIS Online Degree program student tries to use Interlibrary Loan, he or she will be asked to fill out a user profile after logging in with the student’s WSU Access Id and Password. **When filling out the profile, it is very important for a SIS Online Degree program student to use the dropdown menus after both “Preferred Article Delivery Method” and “Preferred Loan Delivery Method” to select “Mail to Address.” For the “Status” line, use the dropdown menu to select “Distance Ed Grad.”**

By identifying the student as a **“Distance Ed Grad” student** in the ILL profile, books and physical materials **AVAILABLE** in any of the Wayne State University libraries can be sent to the student using the Wayne State University Library System’s Interlibrary Loan services. **The student is responsible for the costs involved in sending the material back.** This particular service is **ONLY available for SIS Online Degree Program students.** It is **NOT** for SIS students who occasionally take an online class. **The ILL Team will verify the student’s Online Degree program status.**

Most of the above information is also available by clicking “ILL Information” on the ILL login page and selecting “OnlineEd” from the list on the right-hand side of the screen.

If **Online Degree Program students** have any questions, please contact Interlibrary Loan’s Mike Hawthorne at (313) 577-4011, or through email at wild@wayne.edu.