

- Link Library home page: <http://www.cune.edu/library>
Guides for users: <http://www.cune.edu/libraryguides> > “Connecting to online databases from off campus”
(contains troubleshooting tips)
To access CUNE online databases from off campus: <http://www.cune.edu/librarydatabases> > click on name of database, then enter CUNE email account username/password as prompted. See <http://www.cune.edu/libraryguides> > “Accessing CUNE databases from off campus” for a tutorial.
List of library catalogs: Nebraska: <http://www.nlc.state.ne.us/libraries/nelib.asp> . Other: <http://www.libdex.com/> or <http://lists.webjunction.org/libweb/>

Search Tips for Off-Campus Users

List of CUNE online databases for periodical literature searching:

Off-campus access: <http://www.cune.edu/librarydatabases> > click on name of database, then enter CUNE email account username/password as prompted. See <http://www.cune.edu/StaffWeb/Tom.Krenzke/ProxyDemo.html> for a tutorial.

* = Allows electronic interlibrary loan requests automatically received by CUNE library; no cost for graduate and degree completion students

General academic databases:

*Academic Search Premier

*ArticleFirst

Books in Print

Credo Reference

eLibrary

Encyclopedia Britannica

*GPO Monthly Catalog. Also

<http://www.gpoaccess.gov/index.html>

Journal Finder. For electronic periodicals

NetLibrary. For electronic books

OmniFile

Oxford Reference Online

*WorldCat. For books, periodicals, & other materials

Subject-specific databases:

*ATLASerials (theology)

Christian Encyclopedia Online (theology)

*Communication & Mass Media Complete (communication, media)

*ERIC (education). Also <http://www.eric.ed.gov/>

*Family & Society Studies Worldwide (family practice, social work/science)

Films on Demand (most disciplines)

Global Issues in Context (global issues)

*GreenFILE (environmental impact)

HeritageQuest (family history, American culture)

JSTOR (over thirty disciplines)

LexisNexis Academic (business, medical, legal, newspapers)

*Library, Information Science & Technology Abstracts (information management)

Literature Resource Center (literature)

*MEDLINE (medicine). Also <http://www.nlm.nih.gov/>

*RILM (music)

*SPORTDiscus (sport, health, fitness, sports medicine)

*Teacher Reference Center (education)

Wilson Biographies (biography)

Searching for periodical articles

- Access CUNE online databases from off campus via <http://www.cune.edu/librarydatabases> > click on name of database, then enter CUNE email account username/password as prompted.
- Read (*do not skip this step*) the directions at the top of “Search strategy planner” <http://www.cune.edu/libraryguides> > “Search strategy planner.” Follow the directions at the top of “Search strategy planner” to begin a preliminary search in one CUNE online database, and then critically interact with your search to refine it, expanding searching to other online databases as needed.
- Use of CUNE online databases enables you to efficiently search the contents of thousands of periodicals simultaneously. Your search results will either consist of citations including the full text of the article, or citations without the full text of the article. *Hint*: Refer to “Library research resources” <http://www.cune.edu/libraryguides> > “Library research resources” for research tutorials.

For citations including the full text of the article, print, save, and/or email the article.

For citations without the full text of the article, three options are *electronic*, *paper*, or *interlibrary loan (ILL)*:

Find the *electronic* full text by entering the periodical title in the CUNE online database Journal Finder

<http://www.cune.edu/librarydatabases> > Journal Finder. Your local public or academic library might also provide electronic full text access in one of their online databases; contact them to find out.

Locate a library near you that holds the *paper* full text by searching by periodical title (journal source) in WorldCat <http://www.cune.edu/librarydatabases> > WorldCat . You can visit that library and make a copy of the article.

Request a copy of the article by submitting an *interlibrary loan (ILL)* request. Do so either via your local public library or via the CUNE library. The CUNE library automatically receives electronic ILL requests from its subscriptions to FirstSearch (including ERIC at <http://www.cune.edu/librarydatabases> > ERIC) or EBSCOhost databases, or via the CUNE library web site <http://www.cune.edu/libraryILL>. Allow the CUNE library one to five business days or more to email you the article as an attachment.

For more information or tutorials on utilizing EBSCOhost, eLibrary, Films On Demand, FirstSearch, JSTOR, LexisNexis, NetLibrary, OmniFile:

http://support.epnet.com/training/tutorials.php	EBSCOhost tutorials
http://www.proquestk12.com/lsm/elibrary/help/elibrary.html	eLibrary Help
http://digital.films.com/portalTutorial.aspx	Films On Demand tutorials
http://www.cune.edu/librarydatabases > FirstSearch > ArticleFirst/WorldCat/FirstSearch > Help	FirstSearch Help; see also
http://www.oclc.org/support/documentation/firstsearch/using/refcard/usingfs.pdf	Using FirstSearch
http://about.jstor.org/support-training/help	JSTOR Help
http://www.cune.edu/librarydatabases > LexisNexis > View tutorials	LexisNexis tutorials
http://www.netlibrary.com/Help/Default.aspx > Guides and demos > Full-text eContent demo	NetLibrary tutorial
http://www.hwwilson.com/Documentation/WilsonWeb/tutorial/tutorial_bibliographic.pdf	OmniFile tutorial
http://cufts2.lib.sfu.ca/MaintTool/public/search	CUFTS To identify potential databases

Searching for books

- Begin with a keyword search, unless you already know an author, title, or subject heading to use in your search. A keyword search can lead to books containing relevant subject headings. Searching by appropriate subject heading(s) will expand the search and find additional books on the topic. Refer to “Keyword and subject searching” <http://www.cune.edu/libraryguides> > “Keyword and subject searching” for an explanation of how to do this.
- For books from your local library, use your local library’s electronic catalog – locate it via <http://www.nlc.state.ne.us/libraries/nelib.asp> or <http://www.libdex.com/> or <http://lists.webjunction.org/libweb/>.
- Visit your local library to check out those books you have identified by searching the catalog. For books not held by your local library, talk to your local librarian about obtaining them via interlibrary loan – a nominal cost may be involved; allow additional time for interlibrary loan.
- For electronic books from NetLibrary, search in NetLibrary <http://www.cune.edu/librarydatabases> > NetLibrary. For off-campus access: From an *on-campus* workstation, visit <http://www.cune.edu/librarydatabases> > NetLibrary > Create a free account, fill out electronic account information > Create account. Then, use that account name/password to access NetLibrary from off campus. Or, contact one of the CUNE librarians who can create your account. Note: It might be possible to create your NetLibrary account by clicking on the link to the ebook in the catalog record and then clicking on Create a free account.
- For books from WorldCat, search in WorldCat <http://www.cune.edu/librarydatabases> > WorldCat. After finding a book you need in WorldCat, check to see whether your local library holds it. If it does not, contact your local library about submitting an interlibrary loan (ILL) request (allow additional time for ILL). For CUNE books listed in WorldCat, you can submit an electronic interlibrary loan request directly from WorldCat (click “Request item” under “You are connected to the CONCORDIA UNIV network” – the request is automatically received by CUNE library) or use the CUNE library electronic request at <http://www.cune.edu/libraryILL>. Allow 24 hours to 5 business days or more for the CUNE library to mail the book to you; you are responsible for the cost of mailing it back to the CUNE library.
- For books from the CUNE library, search via the CUNE library catalog <http://www.cune.edu/library> > search the catalog advanced search. Use the CUNE library’s electronic interlibrary loan form at <http://www.cune.edu/libraryILL> for requests. Allow five business days or more for the CUNE library to mail the book to you; you are responsible for return mailing to the CUNE library.

Finally,...

If you have tried to obtain needed resources and been unsuccessful, contact Reference and Instruction Librarian Tom Krenzke email address tom.krenzke@cune.edu telephone 800.535.5494 ext7256 for assistance. To view **connectivity troubleshooting tips**, visit <http://www.cune.edu/libraryguides> > “Connecting to online databases from off campus.” For questions regarding **CUNE student email account** username/password, email CUNE Computing Services at helpdesk@cune.edu or marcile.brehmer@cune.edu.