Transcript for Davis Library’s Video Tutorial:

1. The Ohio Library and Information Network (OhioLINK) gives Davis Library access to hundreds of electronic databases that index citations for a wide range of information sources—including newspaper, magazine and journal articles.

2. To access the most frequently used OhioLINK databases by Rio Grande students, faculty and staff, click where it says “Popular OhioLINK Databases” under the “Find Articles” heading on the Davis Library’s Home Page: www.rio.edu/library


   Here, you’ll see two (2) links offered.

   When working from home or someplace else off campus, you MUST click on the link that includes the words “Off Campus.”
4. From here, you’ll be prompted to use the drop-down menu to select and submit the name of the institution with which you are affiliated.

Next, you’ll enter your name (first and last.)

Then, enter your Student ID or Employee number. (Students must include the letter “s” at the start of their ID number.)

Finally, you’ll enter your PIN, a Personal Identification Number that for students is set by default to the last 4 digits of their Social Security Number (SSN.) Faculty and Staff usually sign-up for their PINs when they’re first hired.

5. Once this authentication process is complete, access to the database will be provided. Here, you may choose either the “Basic” or “Advanced Search” option.

6. When working on campus, use the link without the words “Off Campus.”

Here, you should be taken directly to the Academic Search Complete “Advanced Search” option.

With the "Advanced Search," you can limit your search results in a variety of ways.
7. Using the default “Boolean/Phrase” search mode option, you can enter a term or terms into the search box. Boolean Operators are words such as “and” and “or” that link keywords or phrases to help to narrow or expand searches.

For example, searching “steroids AND athletes” will look for citation records that include both those terms. Typing “steroids OR athletes,” the number of results increase, because the items returned include records with one or the other term, as well as, those that include both terms.

8. Search results are listed by “Relevance,” which means those items containing your search terms the most often appear at the top of the list. If you want to change it so the newest articles appear first, click where it says “Relevance” and set the display to “Date Newest” instead.

9. To get more information on an item listed, click its title to access the full or detailed record. Here, you’ll see citation information—those details on the work’s author, title and publication, as well as, other descriptors.
10. Notice the keywords you searched are highlighted or bolded. This allows you to determine the context in which they’re used and if this usage is related to your research topic or needs.

11. Now, let’s look at another example. Here, the record provides a link to the article’s full text in pdf (portable document format.)

   Once again, clicking on the title takes you to the item’s full record, where “Subject Terms” and the “Abstract” clue you into the article’s content.

   Click the pdf link to download the article to the screen. Read the article online or use the tools provided to print, save or email it. You may get a “Permalink” to the article here too, which is sometimes required when citing your research.
12. Then, the cite tool lets you get more details on different standardized formats to help you cite this article in your work. Please be aware that such machine-generated citations as shown here may have errors. Always double-check your style format rules.

Now, to get back to your original search results, click the tab where it says “Result List” in the upper left side of the page.

13. Here, let’s look at an item that shows “Full Text through LinkSource.”

This notation tells you that the article’s full text is offered through another OhioLINK database.

Clicking the phrase takes you to a link to that other database—in this case, the OhioLINK Electronic Journal Center (EJC.)

14. With the EJC link, you may access a brief record for the article, where clicking on its title takes you to a full record and a pdf link to the article’s full text.

15. Now, let’s expand the search to include news and magazine articles.

If available through the database, access to these articles will often be offered via “HTML Full Text” links.

Here, only the text of the article is provided. No page numbers, photographs or graphics that appeared with its initial publication are given. The absence of such features may impact how you cite and credit this work.
16. What if the article you want isn’t found online or full text through OhioLINK? In these instances, try using Davis Library’s traditional Interlibrary Loan (ILL) services.

Complete the “Interlibrary Loan Article Request Form” by entering as much information as you can about the item you’re seeking.

17. You may copy and paste the citation information from the database record into the appropriate spaces on the form, if available.

The more details you provide will make finding a copy easier.

18. After you’ve finished entering the citation, be sure to include your contact information. A phone number or email address is especially important.

With Interlibrary Loan (ILL) requests, we also want to know if you’re willing to pay for the article and if so, how much.

Most of the time, there is no charge, but it all depends on the lending institution.

19. Got Questions? “Ask Us!” Call 1.800.282.7201, ext. 7005 or email refdesk@rio.edu