

# **Guide to Searching the Library Collection**

## **Faculty Edition**

Last Updated: September 5<sup>th</sup>, 2024

## Table of Contents

Basic Search .....	2
Advanced Search.....	2
Publication Search.....	3
Filters.....	5
Navigating Search Results.....	7
Sorting Results .....	7
Accessing Resources .....	8
Bookmarking Resources.....	9
Projects .....	10
Creating an Alert.....	12
Important Links.....	13

## Basic Search

To get started searching the Library catalogue:

1. Go to the Library's [website](#)
2. Enter your search terms in the search bar
3. Click the “Search” button to conduct your search. Your search results will open in a new tab



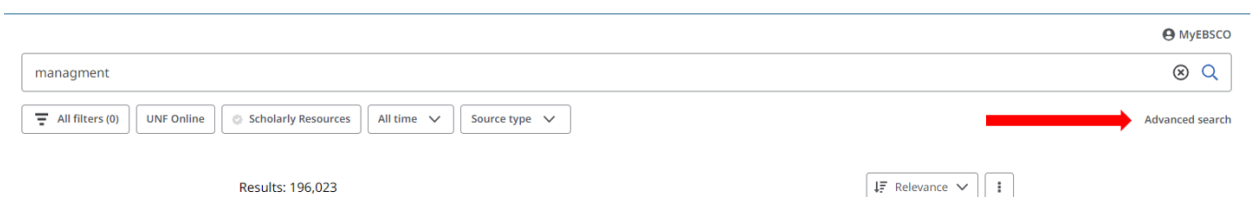
## Advanced Search

The advanced search can be accessed 3 ways:

- From the Library [website](#): click the “Search” button without entering any search terms



- From the Library catalogue interface: after completing a basic search, click the “Advanced Search” button



- From the Library catalogue interface: on the left sidebar, under “Research Tools”, click “New Search”

### Research tools

- 🔍 New search ←
- 📄 Publications
- 🔗 Concept map

## Publication Search

There are two ways to search within a particular publication: on the Advanced Search page, and by using the Publication Finder. Please note that when searching for publications on the Advanced Search page, only one database can be searched at a time.

### From the Advanced Search page:

1. Click the “Publications” tab, and enter the title of the publication you wish to find
2. In the results list, click the title of the publication

The screenshot shows the 'Advanced Search' interface. At the top, there are three tabs: 'Filters', 'Search options', and 'Publications'. The 'Publications' tab is selected and highlighted with a red arrow. Below the tabs is a search bar with a dropdown menu set to 'Business Source Co...' and the search term 'Harvard business review'. To the right of the search bar are icons for clearing the search and submitting it. Below the search bar are three radio buttons: 'Alphabetical' (selected), 'Match any words', and 'Subject and description'. To the right of these buttons is an 'Add to search' button. Below the search bar is a horizontal navigation bar with letters A through Z. Below the navigation bar is a list of search results. The first result is 'Harvard Business Review', which is highlighted with a red arrow. Below this result is a green checkmark icon and the text 'PDF, HTML full text'.

3. In the search bar under the title, enter your keywords
4. OR, view all articles in a particular issue by clicking the year then the issue you wish to view

### All issues & articles

2024

Vol. 102 Issue 5 – Sep/Oct2024

Vol. 102 Issue 4 – Jul/Aug2024

Vol. 102 Issue 3 – May/Jun2024

Spring2024 Special issue

Vol. 102 Issue 2 – Mar/Apr2024

Vol. 102 Issue 1 – Jan/Feb2024


## Using the Publication Finder:

1. Click "Publications" under "Research Tools" on the left sidebar

### Research tools


 New search

 Publications 

 Concept map

2. Enter the title of the publication you wish to view
3. In the results list, on the record of the publication, click the database under "Full Text Access"

Searching: Publication Finder for University of Niagara Falls Canada


All fields  

All

Over 10,000 Results Show: 25 Relevancy

**Refine results**  **LIMIT TO**  **RESOURCES**

<input type="checkbox"/> Peer Reviewed Journals	3,014
<input type="checkbox"/> Book Series	17,334
<input type="checkbox"/> Journal	5,531
<input type="checkbox"/> Book	4,198
<input type="checkbox"/> Report	633
<input type="checkbox"/> Newspaper	131
<input type="checkbox"/> Proceedings	65

1. **Journal**  
**Harvard Business Review**  
ISSN: 0017-8012  
Subject (LC): Social Sciences -- Commerce -- Business  
Publisher: Harvard Business School Publishing Division  
Alternate Title: HBR; Harv Bus Rev  
[View details](#)  
**Full Text Access** 

[Business Source Complete](#)  
10/01/1922 - Present

5. In the search bar under the title, enter your keywords
6. OR, view all articles in a particular issue by clicking the year then the issue you wish to view

### All issues & articles

 2024

[Vol. 102 Issue 5 - Sep/Oct2024](#)

[Vol. 102 Issue 4 - Jul/Aug2024](#) 

[Vol. 102 Issue 3 - May/Jun2024](#)

[Spring2024 Special issue](#)

[Vol. 102 Issue 2 - Mar/Apr2024](#)

[Vol. 102 Issue 1 - Jan/Feb2024](#)

## Filters

Filters can be applied before a search is run under the Advanced search form, or after the search is conducted to refine the results list.

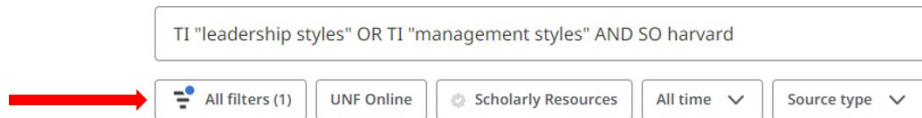
### In the Advanced Search form:

1. Enter your search terms, and scroll down below the search form to the filters
2. Select the filters you wish to apply
  - a. The “At My Library” filter is applied by default. This limits the search to materials that you have access to
  - b. Set the “Published Date” and “Language” filters to limit the results to a particular date range and language
3. Click “Search” to conduct your search

The screenshot shows the 'Filters' tab of an advanced search interface. At the top, there are three tabs: 'Filters' (selected), 'Search options', and 'Publications'. Below the tabs, the section is titled 'Limit your results (1)'. It contains four checkboxes: 'UNF Online', 'Scholarly Resources', 'At My Library' (checked), and 'Equipment Loans'. Below this is a 'Collection' dropdown menu set to 'All'. There is an empty 'Magazine' text input field. The 'Published Date' section has five radio button options: 'All time' (selected), 'Past 12 months', 'Past 5 years', 'Past 10 years', and 'Custom range'. Finally, there is a 'Language' dropdown menu set to 'All'.

## On the results page:

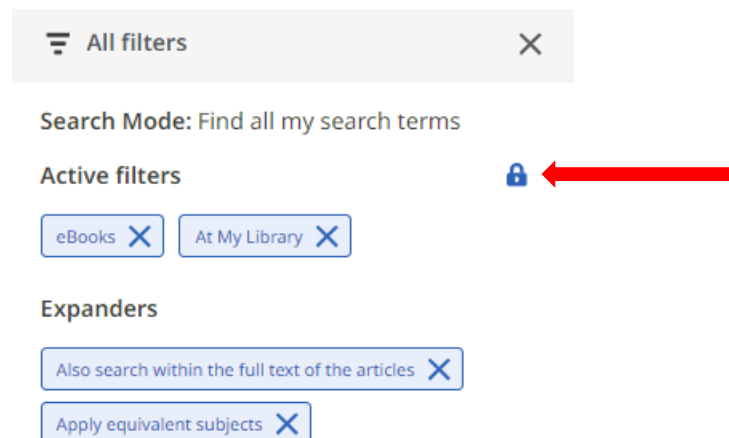
Filters appear below the search bar:



Click "All Filters" to view all the available filters, and to see which filters have been applied to a search

- Click "Scholarly Resources" to limit your search to peer-reviewed resources
- Click "Published Date" to limit resources by the publication date
- Click "Source Type" to limit your search to one or more types of resources
- Click "PDF Full Text" to limit your search to resources available as full-text

By default, any filters applied are also applied to subsequent searches. To turn this setting on or off, click the padlock on the "All Filters" menu.



## Navigating Search Results

The screenshot shows a search result for the article "Assessing Student Leaders' Leadership Styles and Conflict Management". The title and subject terms "Leadership Styles" and "Conflict Management" are highlighted in yellow. Red arrows point to various UI elements: "Source type" (Peer reviewed | Academic Journal), "Save resource" (bookmark icon), "Tools (Cite, Share, etc)" (three-dot menu), "Title", "Description", "Publication information", "Authors", "Access options" (dropdown), "View details", "More like this", "Access resource", "See more information", and "View similar items".

Source type: Peer reviewed | Academic Journal

Title: **Assessing Student Leaders' Leadership Styles and Conflict Management**

Description: Student *leadership* gives students the training they need to engage themselves in school-related tasks or concepts, objectives, and aspirations beneficially and constructively. It te... [Show more](#)

Publication information: **Subjects:** [Leadership Style](#); [Authoritative](#); [Democratic](#); [Laissez-Faire](#); [Conflict Management](#); [Student Leaders](#); [+3 more](#)

**Published in:** [Diversitas Journal](#), 2024

**Database:** [Directory of Open Access Journals](#)

**Authors:** [By: Ma Leah Ulanday](#); [Lemellu Nida L Samiento](#); [Cereneo jr. S Santiago](#); [Zarah Jane R Centerno](#)

Access options | View details | More like this

Access resource | See more information | View similar items

Your search terms are highlighted in yellow wherever they appear. The most relevant results will usually have your search terms in the title or as a subject term. Other results may have your search terms in the abstract or the body of the text.

## Sorting Results

By default, search results are sorted by relevance to the search query. To change the sorting option, click "Relevance" at the top of the results page, and select an alternative sorting option from the drop-down menu.

The screenshot shows the same search result as above, but with a sorting dropdown menu open at the top right. The menu is currently set to "Relevance" and shows other options: "Date newest" and "Date oldest". A red arrow points to the "Relevance" dropdown.

Results: 462

Peer reviewed | Academic Journal

**Assessing Student Leaders' Leadership Styles and Conflict Management**

Student *leadership* gives students the training they need to engage themselves in school-related tasks or concepts, objectives, and aspirations beneficially and constructively. It teaches them how and when to... [Show more](#)

**Subjects:** [Leadership Style](#); [Authoritative](#); [Democratic](#); [Laissez-Faire](#); [Conflict Management](#); [Student Leaders](#); [+3 more](#)

**Published in:** [Diversitas Journal](#), 2024

**Database:** [Directory of Open Access Journals](#)

**By:** [Ma Leah Ulanday](#); [Lemellu Nida L Samiento](#); [Cereneo jr. S Santiago](#); [Zarah Jane R Centerno](#)

Access options | View details | More like this



## Accessing Resources

Resources in the catalogue can be accessed in two ways:

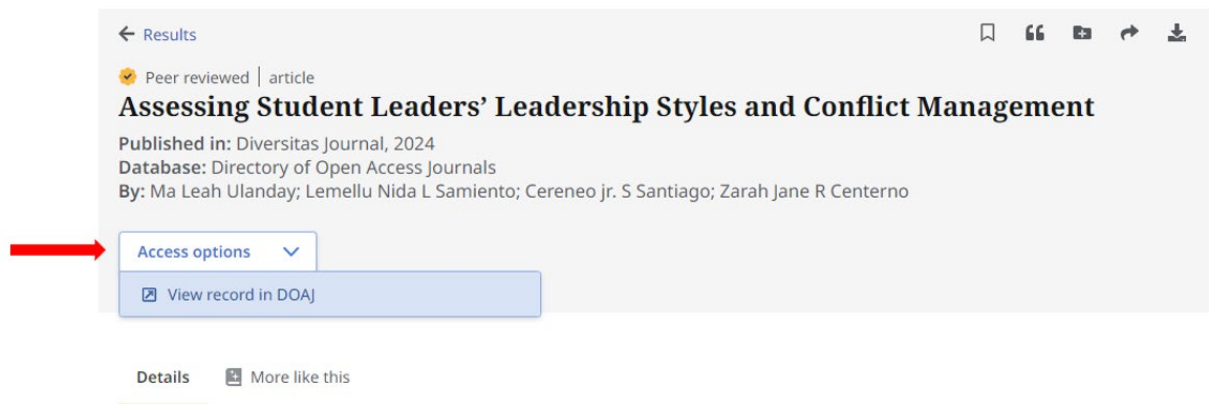
### From the results page:

1. Click the “Access Options” button on the record of the resource you wish to access
2. Select an option from the drop-down menu. This will take you directly to the resource



### From a detailed record:


1. From the results page, click the title of the resource you wish to access. This will take you to the detailed record for the item, where you can find full publication information, subject terms, and the abstract
2. Click “Access Options”, and select an option from the drop-down menu. This will take you to the resource



**Important:** If you come across a resource in the Library catalogue that you cannot access, please inform Library staff.

## Bookmarking Resources

To Bookmark a resource, click the bookmark icon on the item record on the results list or on the detailed item record:



Peer reviewed | Academic Journal

**Assessing Student Leaders' Leadership Styles and Conflict Management**

Student *leadership* gives students the training they need to engage themselves in school-related tasks or concepts, objectives, and aspirations beneficially and constructively. It teaches them how and when to... [Show more](#)

**Subjects:** [Leadership Style](#); [Authoritative](#); [Democratic](#); [Laissez-Faire](#); [Conflict Management](#); [Student, Leaders](#); [+3 more](#)

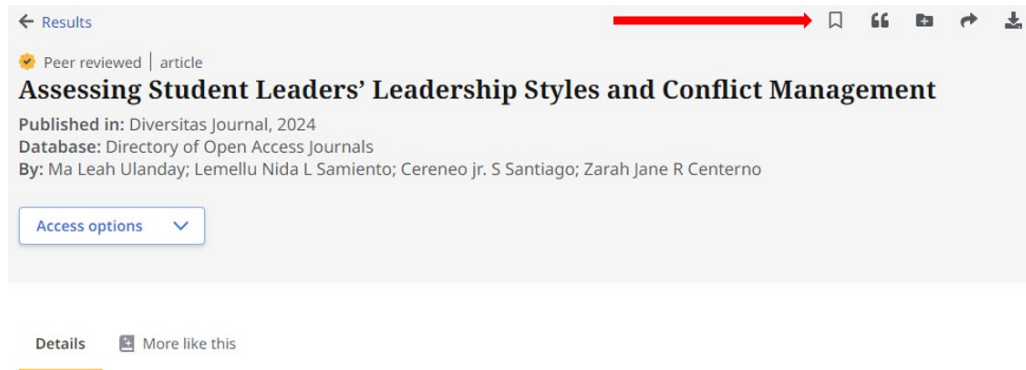
**Published in:** [Diversitas Journal](#), 2024

**Database:** [Directory of Open Access Journals](#)

**By:** [Ma Leah Ulanday](#); [Lemellu Nida L Samiento](#); [Cereneo jr. S Santiago](#); [Zarah Jane R Centerno](#)

[Access options](#)  [View details](#) [More like this](#)

---



← Results

Peer reviewed | article

**Assessing Student Leaders' Leadership Styles and Conflict Management**

**Published in:** [Diversitas Journal](#), 2024

**Database:** [Directory of Open Access Journals](#)


**By:** [Ma Leah Ulanday](#); [Lemellu Nida L Samiento](#); [Cereneo jr. S Santiago](#); [Zarah Jane R Centerno](#)

[Access options](#)

[Details](#) [More like this](#)

To access bookmarked resources, click “Saved” under “My Dashboard” on the left sidebar.

**My dashboard**

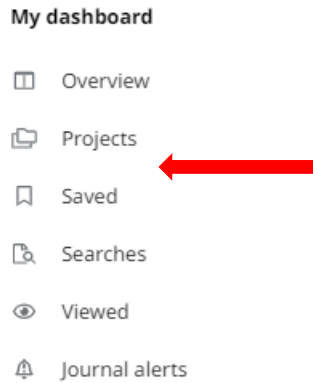
- Overview
- Projects
- Saved 
- Searches
- Viewed
- Journal alerts

## Projects

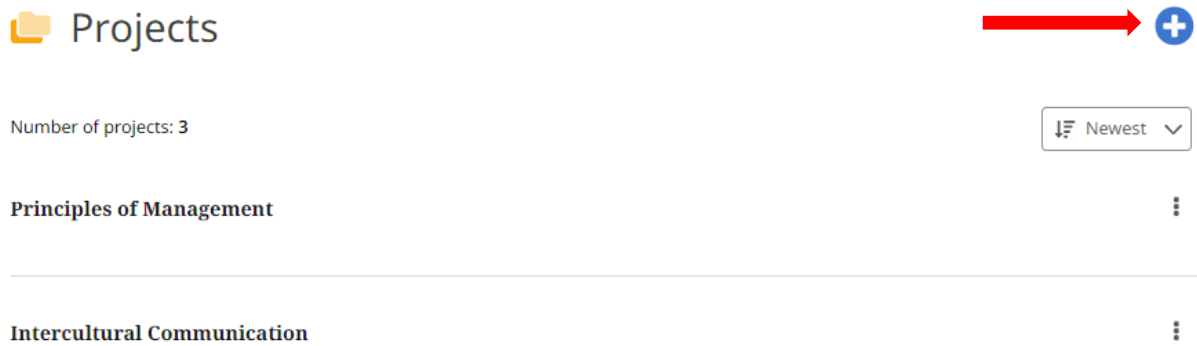
Projects allow you to save and organize resources in folders. These folders can be assigned due dates to help you prioritize your work.

### To create a project:

1. Click “Projects” under “My Dashboard” on the left sidebar



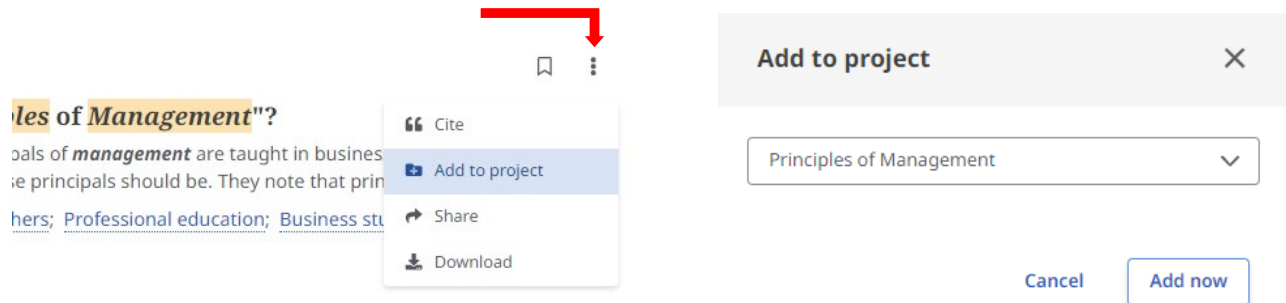
2. Click the blue plus icon at the top-right of the Projects page



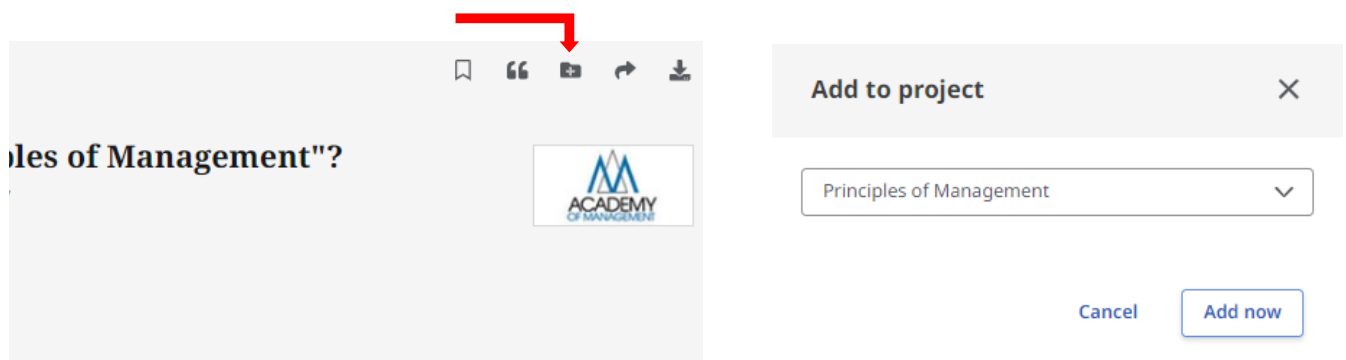
3. Give the Project a title. You also have the option of assigning the project a due date and adding a description
4. Click “Create”

**To add a resource to a project:**

- On the results page, click the 3-dot menu on the item you wish to save, and select “Add to Project”. Select the appropriate project from the drop-down menu and click “Add Now”



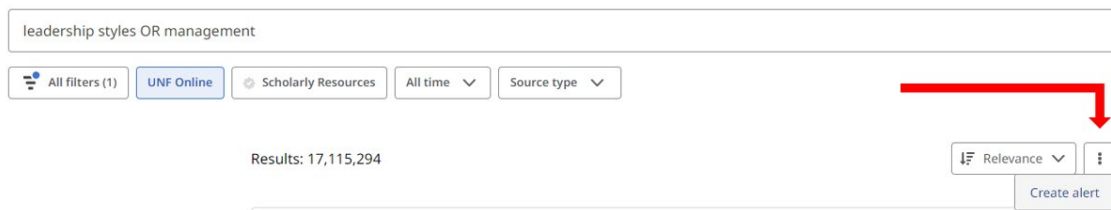
- OR, from the detailed item record page, click the folder icon. Select the appropriate project from the drop-down menu and click “Add Now”



## Creating an Alert

To create an alert for a particular search and receive notifications when new relevant resources are added to the collection:

1. Click the vertical dot menu at the top of the results page and select “Create Alert” from the drop-down menu



2. In the Create Search Alert form, enter the search term you wish to receive notifications for. The form will autofill with the terms from your last search
3. Enter a description of the search (optional), and select the frequency at which you wish to be notified
4. Enter the email address at which you wish to receive notifications
5. Click “Create Alert”

### Create search alert



Alert name

TI leadership styles OR TI management styles OR SO Harvard

58/255

Description (optional)

0/300

Frequency

Daily



## Important Links

### Viewed

On the left sidebar, under “My Dashboard”, click “Viewed” to view all the resources you clicked during your current session. Click the title of a resource to view it again.

#### My dashboard

- Overview
- Projects
- Saved
- Searches
- Viewed**
- Journal alerts

#### Viewed

Number of items: 3

Newest

Article

**What are the Principles of "Principles of Management"?**

Published in: Academy of Management Review, Business Source Complete

By: [Ross, Joel E.](#); [Murdick, Robert C.](#)

1:38 PM

Working Paper

**Scalability in Workforce Management: Applying Scalability Principles to Foster a Four-Day Work Week**

Published in: arXiv

By: [Oluwadare, Sunkanmi](#); [Edokwe, Ebubechukwu](#); [Ayeomoni, Olatunde](#)

1:26 PM

### Searches

On the left sidebar, under “My Dashboard”, click “Searches” to view all the searches you conducted during your current session. Click the title of a search to view the search results again.

#### My dashboard

- Overview
- Projects
- Saved
- Searches**
- Viewed
- Journal alerts

#### Searches

Search history Search alerts

Number of searches: 14

Newest

**leadership styles**

2:59 PM

At My Library

Find all my search terms

Also search within the full text of the articles

Apply equivalent subjects

**JN "Harvard Business Review" AND "leadership"**

2:43 PM

At My Library

Find all my search terms

Also search within the full text of the articles

Apply equivalent subjects

## Research Guides

On the left sidebar, under “Links”, click “Research Guides” to view the Library’s LibGuides.

**Links**

UNF Library

University of Niagara Falls,  
Canada

**Research Guides** ←

List of Databases

ALL GUIDES BY GROUP **BY SUBJECT** BY TYPE BY OWNER

Search: Search Library Website Search

Showing 13 Subjects

- Business Administration 1
- Citation Management 1
- Copyright 1
- Course Guides 2

## A-Z Database List

On the left sidebar, under “Links”, click “List of Databases” to view all of the databases the Library subscribes to.

**Links**

UNF Library

University of Niagara Falls,  
Canada

Research Guides

**List of Databases** ←

**A-Z Databases**

Find the best library databases for your research.

Database Title / Keyword Subjects Types Vendors Search

20 Databases

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

**A**

[Applied Science & Technology Source Ultimate](#)

This database provides access to a wide variety of journals, magazines, trade publications, and some books that are focused on scientific, engineering, and technological research

**B**

**New / Trial Databases**

The following databases are newly acquired or being evaluated for a future subscription.

[Emerald Core Case Collection](#) **New**

Emerald's Case Studies collection is a critical research tool for any institution with management and business studies courses, providing instructors and students with access to more than 2,900 high quality...