

Troy University Library Presentation

PUBLIC ADMINISTRATION

The Library provides materials and services to support the programs of Troy University and has a staff of professional librarians to assist you in using its resources. The Troy University Libraries online presence is located at <http://trojan.troy.edu/library/>.

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ASSISTANCE

In Person

Students located near the Dothan, Montgomery, and Troy Campuses of Troy University can make use of their local TROY Library.

Library operating hours are posted online. Visit the Troy University Libraries home page, <http://trojan.troy.edu/library/> and select your location.

Live Chat

Live Chat is an online chat service, available during the hours of operation of the Troy Campus Library. To access Live Chat, click the "Have a Question?" image on the TROY Library site.

Telephone

Students at the Alabama Campuses of Troy University can call their TROY Library.

Dothan Campus: 334-983-6556 (extension 1321) – Ms. Donna Miller, Reference Librarian

Montgomery Campus: 334-241-8605 (Reference) or 334-241-9576 (Circulation Desk)

Phenix City Campus students should call the Reference Desk of the Troy Campus Library: 334-670-3255

Troy Campus: 334-670-3255 (Reference Desk)

Students studying at a distance can contact the Library by telephone.

Troy Campus Reference Desk: 334-670-3255.

Global Campus Librarian, Mr. Jay Brandes: 800-800-9660.

Email

Subject Librarian (subject specialist), POSITION OPEN

Dothan Campus: dmiller@troy.edu (Ms. Donna Miller, Reference Librarian)

Global Campus: jayb777@troy.edu (Mr. Jay Brandes, Global Campus Librarian)

Montgomery Campus: libhelpmont@troy.edu

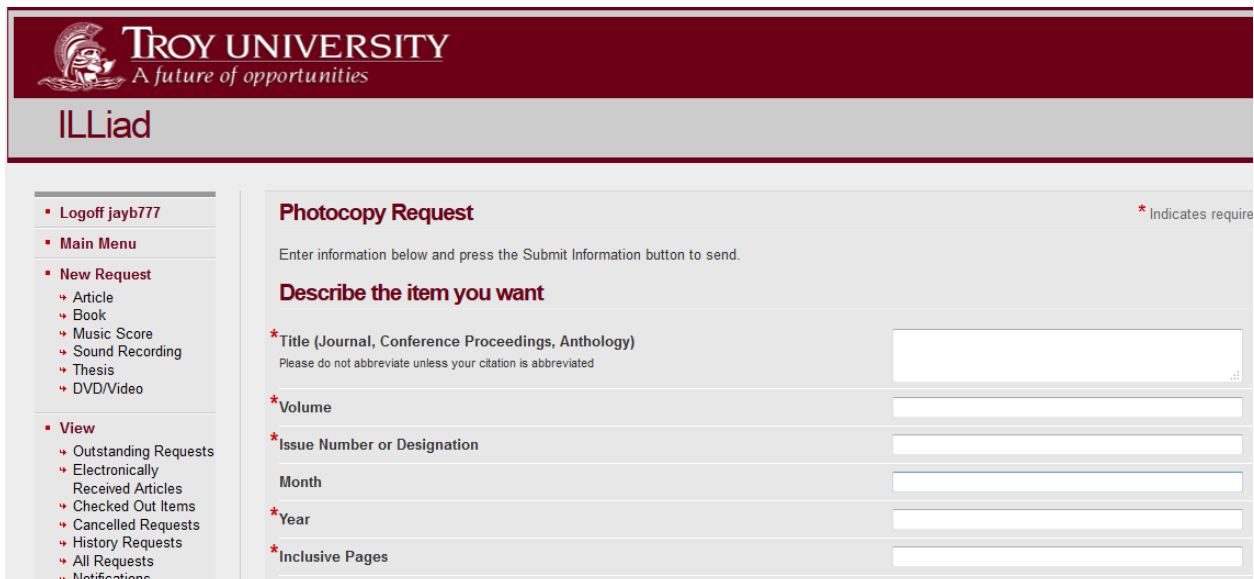
Troy Campus: libhelp@troy.edu

INTERLIBRARY LOAN (ILL)

Books and journal articles that are not available online or at your local library may be requested through Interlibrary Loan (ILL). Interlibrary Loan is a service that allows you to borrow books and photocopies of journal articles. To use this service, click on “Interlibrary Loan (ILL)” on the Library home page.

For ILL policies and procedures use the link “Interlibrary Loan (ILL) Policies” on the library home page.

- Usually no cost
- Articles are delivered electronically
- Books sent via mail (student responsible for timely return)
- Start your research early to allow lead time for ILL service



The screenshot shows the ILLiad web interface. At the top, there is a dark red header with the Troy University logo and the text "TROY UNIVERSITY A future of opportunities". Below the header, the word "ILLiad" is displayed in a light grey bar. The main content area is white and contains a "Photocopy Request" form. On the left side, there is a navigation menu with the following items: Logoff jayb777, Main Menu, New Request (with sub-items: Article, Book, Music Score, Sound Recording, Thesis, DVD/Video), and View (with sub-items: Outstanding Requests, Electronically Received Articles, Checked Out Items, Cancelled Requests, History Requests, All Requests, Notifications). The "Photocopy Request" form has a title "Photocopy Request" and a note "* Indicates required". Below the title, it says "Enter information below and press the Submit Information button to send." The form is titled "Describe the item you want" and has several input fields: Title (Journal, Conference Proceedings, Anthology) with a note "Please do not abbreviate unless your citation is abbreviated", Volume, Issue Number or Designation, Month, Year, and Inclusive Pages. Each of these fields has a red asterisk next to its label, indicating they are required.

JOURNAL DATABASES

Databases are linked from the Library home page. To access TROY's Library databases, you will use your Trojan Web Express username/password.

Databases for a Quick Start

- *ProQuest Central*. This one database groups together a number of databases from the ProQuest Company.
- *Academic Search Complete*. This social science database is one of the most frequently used databases from the Ebsco Company. (**Give it a try!** You can search *Academic Search Complete* and *Business Source Premier* simultaneously by clicking "Choose databases" after you have logged into either database.)
- *Business Source Premier*. This business database is one of the most frequently used databases from the Ebsco Company. (**Give it a try!** You can search *Academic Search Complete* and *Business Source Premier* simultaneously by clicking "Choose databases" after you have logged into either database.)

These next four databases are more narrowly focused than the ones above, but contain high quality information that is worth the effort of searching for.

- Wiley Online Library
- Sage Journals
- JSOR Arts and Sciences Collections
- Project MUSE

Video Show-and-Tell

See a video demonstration—**well worth your time**—of Library Resources
<http://troy.libguides.com/cas>

Major Databases

General databases:

Academic Search Complete; GeneralOne File; General Reference Center Gold; JSTOR Arts and Sciences Collections; ProQuest Central; ProQuest Research Library; Wiley Online Library

Reference databases:

Credo Reference; Encyclopaedia Britannica

Current news/pro versus con databases:

Newspaper Source; Opposing Viewpoints; ProQuest Newspapers; Regional Business News; *CQ Researcher (archival coverage only)

Topical Databases:

Business:

ABI/Inform; Business Index ASAP; Business Insights Essentials;
Business Source Premier; Business Source Premier with Enhanced
Interface; Gale Business Collection

Criminal Justice:

Military and Government Collection; ProQuest Criminal Justice

Dissertations:

Proquest Dissertations & Theses Global

eBooks:

eBook Collection; eBook Library; PsycBooks

Environment:

Environment Complete

Government documents:

ProQuest Core Congressional Materials

Legal:

Lexis Nexis Academic Universe; WestlawNext

Public Relations:

Communications and Mass Media Complete

Sociology, Social Work, Social Justice, etc.:

Ethnic NewsWatch Complete; PILOTS (Published Literature on
Traumatic Stress); ProQuest Psychology Journals; PsycArticles;
PsycInfo; SAGE Journals Online; SocIndex with Full Text

LOCATING A SPECIFIC JOURNAL OR ARTICLE

HOW DO I KNOW IF A SPECIFIC *JOURNAL* IS AVAILABLE ONLINE, IN THE TROY-PROVIDED LIBRARY DATABASES? You can always call, email, or chat with the Library, and we will tell you.

The primary way to check is to use the search tool named *Citation Linker*, which is linked on the Library home page. This is how it works; you tell *Citation Linker*, what you want, e.g., *Public Administration Review*, and, if available in our databases, *Citation Linker* will tell you where it is, and will link you to the databases in which the journal is located.

Journal/Publication title:

Public Administration Review

Give it a try! Go to *Citation Linker*, search for *Public Administration Review*, and see what happens.

HOW DO I KNOW IF A SPECIFIC *ARTICLE* IS AVAILABLE ONLINE, IN THE TROY-PROVIDED LIBRARY DATABASES? You can always ask the Library.

The primary way to check is to use the search tool named *Citation Linker*, which is linked on the Library home page. Let's say the article we want is:

Gibbs Springer, C. (2012). Resilience in emergency management research. *Public Administration Review*, 72(4), 548–549.

From the Library home page, go to *Citation Linker*. It is a good practice to start off by looking first to see if the Library has the journal.

Do we have *PAR*? Yes, we do, from March of 1965 until one year ago. So now do the search for the specific article. Search by journal title, volume, issue, and starting page number. That is all you should need; adding more information may hurt, not help, the search.

Journal/Publication title:

Identifier:

Published:

Pages: to

e.g., 2010 e.g., 4 e.g., 2

e.g., 245 Optional

The result of the search is a link to the text of the article. If an article is not available online, that is the time to request an interlibrary loan (ILL). ILL is quick and easy.

PRINT BOOKS AND MORE

The search box that resides directly on the Library home page is the Library's discovery search tool—it is an index that includes listings of TROY and non-TROY books and other physical and electronic resources, as well as indexing of articles from some, but not all, of TROY's databases.

While this search box can be used to search for journal articles, for the graduate student, such a search may not be as beneficial as searching the databases independently. (It is quick, but not as complete or accurate as separate database searches.)

Using the Search Library Resources box (our discovery tool) is, however, the way to search for books.

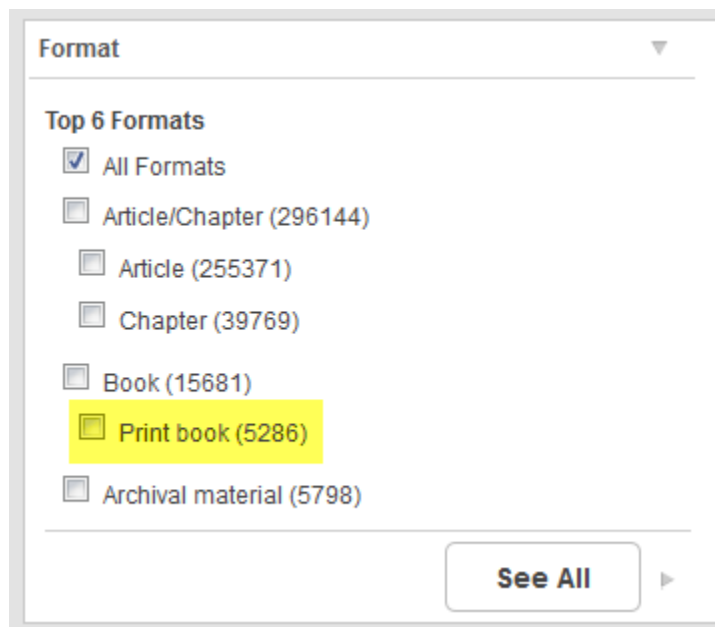
The following is a sample search for the term, *non-profit organizations*.

SEARCH LIBRARY RESOURCES (Books, Articles, and More)

non-profit organizations

SEARCH

After the search is completed, the left-side menu can be used to limit the results to print books. By default, TROY-owned books are shown first. Electronic books owned by TROY can be accessed online. Print books may be requested by ILL.



The screenshot shows a 'Format' filter menu with a dropdown arrow. Under the heading 'Top 6 Formats', there are seven options, each with a checkbox and a count in parentheses:

- All Formats
- Article/Chapter (296144)
- Article (255371)
- Chapter (39769)
- Book (15681)
- Print book (5286)
- Archival material (5798)

At the bottom right of the menu is a 'See All' button with a right-pointing arrow.

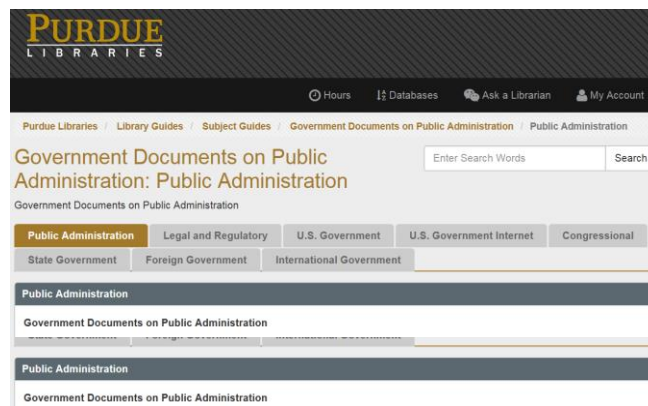
GOVERNMENT DOCUMENTS, THINK TANKS AND POLICY CENTERS

Databases (Troy Library)

ProQuest Core Congressional Materials provides access to historical and current Congressional information and publications on all aspects of legislation dealing with life and public policy. Topics include scientific undertakings, historical events, social welfare, economic conditions, communication policies, and an endless array of other subjects.

Government Documents on Public Administration

An excellent guide to these resources is the LibGuide by Purdue University. URL: <http://guides.lib.purdue.edu/content.php?pid=129139&sid=1108195>



Think Tanks and Policy Centers

A first-rate guide is provided by the Columbia University Libraries at <http://library.columbia.edu/subject-guides/social-sciences/ttanks.html>



WRITING AND DOCUMENTATION

- If in doubt, always check with your instructor. He or she is the final word on how you should prepare your papers.
- **Please:** Online citation generators, including/especially those found in the library databases **will not** create correctly formatted references. **Do not trust them.**
- APA style is dictated by the print book *Publication Manual of the American Psychological Association*, 6th edition. Suggestion: The spiral-bound version is easier to use than the other versions (it flips, folds, and lays flat).
- The Troy University Library has APA guidance (videos, handouts, and more are available online at <http://troy.libguides.com/apa>. Including access to the APA publication, *APA Style Guide to Electronic References*.
- You have an Online Writing Center that you access via the Trojan Café in Blackboard. Click “Student Resources” after you log in to Blackboard and then look for the Café.



- The Troy Campus Writing Center’s online address is <http://trojan.troy.edu/writingcenter/>. The Writing Center has guides for Research/Documentation, Special Kinds of Writing, Grammar/Mechanics, and The Writing Process. Note that several of its handouts, although not a substitute for the *APA Manual*, are designed to assist you with American Psychological Association writing style.