



Gale Databases

The Library subscribes to around 60 databases from the Gale company including Expanded Academic ASAP, Gender Studies, Global Issues in Context, Fine Arts and Music, Environmental Studies and Policy, Diversity Studies, Computer Database, LegalTrac, and Communications and Mass Media all of which operate pretty much the same way so this tutorial can help you get started.

Accessing the Database

Go to the Library Homepage css.edu/Library

Select *Databases, A to Z* from the *Popular Links* column on the left or click on the *Articles* tab at the top.

Screen shot of library homepage.

Library of The College of St. Scholastica: Home Search this Guide Search

Welcome to the CSS Library. Please contact us if you need assistance.

Home | Getting Started [↗](#) | Encyclopedias | Books | **Articles** | Citation Help [↗](#) | Archives [↗](#)

Popular Links

Old Sol might be down to his last 4 billion years but SOLAR will just keep serving your needs. It's like Google, only better.

- SOLAR
- ScholastiCAT
- **Databases, A to Z**
- Academic Search Premier
- LibGuides
- Interlibrary Loan
- Reserves
- Distance Students
- Tutorials for Library Resources
- Duluth News-Tribune
- Faculty Resources
- Friends of the Library
- Popular Reading

Ms. Dugan reads what?

Our *Faculty Read What?* series returns for December. This month we feature Ms. Anne Dugan, an art historian and adjunct instructor in our Art Department where she teaches modern art history. Ms. Dugan is a former director of the Duluth Art Institute, and the coordinator for the annual Free Range Film Festival near Wrenshall. (Yes, the one with screenings in the barn!)

Leap by Terry Tempest Williams
Williams goes on a 7-year spiritual spin out after seeing Hieronymus Bosch's painting "The Garden of Earthly Delights". She treats the painting as an unraveling tapestry – pulling on threads of science, psychology, and cosmic truth. My mother-in-law gave me this book when I got done with graduate school and it was so refreshing to read such a

Contact Us

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- Phone: 218.723-6140
- Fax: 218.723.5948
- Text: 218.422.6942
- Email
- AskUs@CSS
- Library Directory
- Like us on Facebook
- Follow us on Twitter
- About us

Library hours

Regular hours

Exams & Holidays

Fall & Spring semesters

Once on Articles page, select the database you are interested either by finding it in the *Best Bets* box or else by clicking on the *Databases, A to Z* link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

Library of The College of St. Scholastica: ARTICLES

Welcome to the CSS Library. Please contact us if you need assistance.

If you are off campus, when you click on the title of the database, this window will automatically pop up:

Database Access via The College of St. Scholastica Library

Please enter your username:

Please enter your password:

Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

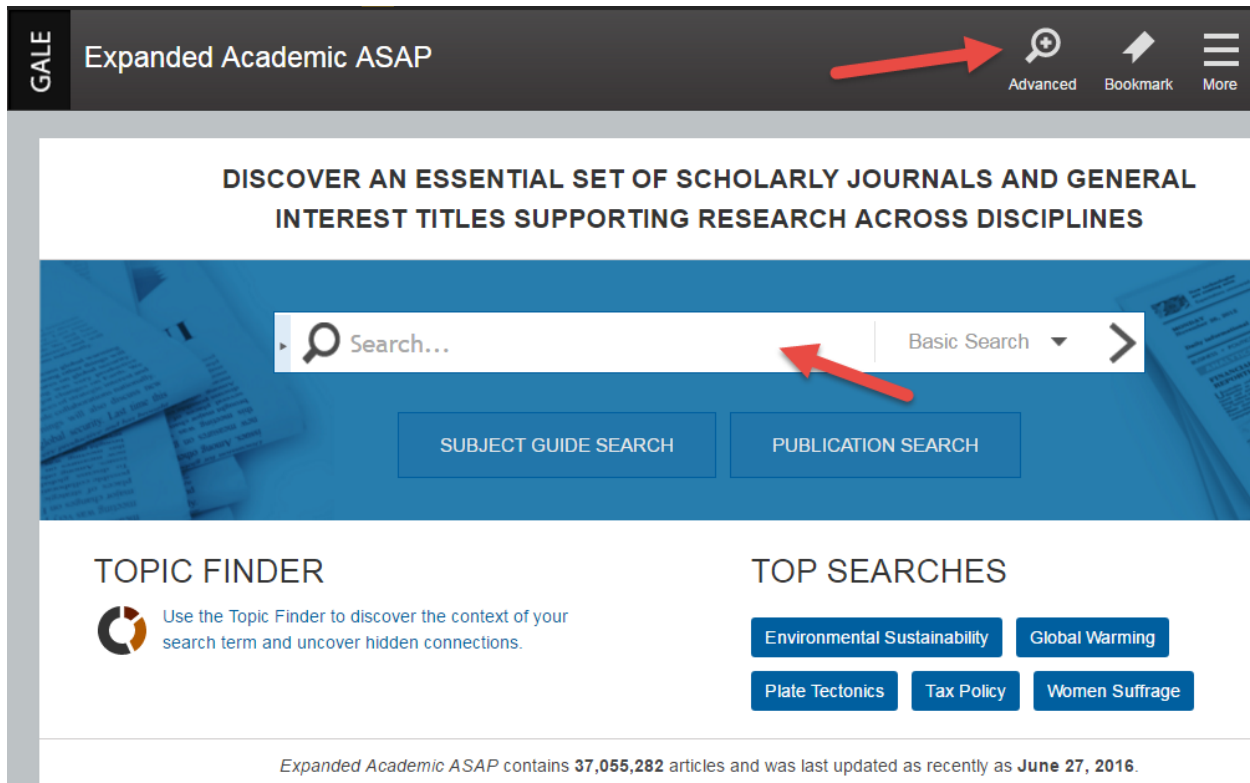
Enter your Novell username and password (what you use to log in to Blackboard, COR, your CSS email, or any computer in a lab on campus).

****Note:** If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).

Searching

Main Search Screen – defaults to Basic Search.

To search, type topic into *Search...* box and then click on the magnifying lens. If you need help selecting a topic, you can look at the *Topic Finder* or *Top Searches* listed on the main search screen.



You can also click on the *Subject Guide Search* or *Publication Search* below the search box to search those aspects of articles as well.

Advanced Search - Click on *Advanced Search* in the upper right hand corner near the top of the screen to combine multiple ideas of your topic and also search by author, journal name, title, etc.

Click on the dropdown arrow at the end of the search boxes to search by title, author, subject heading, journal title, etc.

To string your terms together, click on the drop down arrow at the end of the *and* box.

Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Shellfish AND allergy AND precautions.

OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Higher Education OR College

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM

You can also limit your results to documents that are full-text, from peer-reviewed publications, or have images.

Place some date restrictions by selecting *before*, *on*, *after*, or *between* and then a date.

You can select a type of document you wish to find such as a *Movie Review*.

Type in a publication title or publication subject if you know it; if you don't, click on the browse link to find it out.

When you have your search ready, click *Search*.

Advanced Search

The screenshot shows the 'Advanced Search' form. It consists of three rows of search criteria. Each row has a text input field for the search term, followed by the word 'in', and a dropdown menu currently set to 'Keyword'. The first two rows have a dropdown menu set to 'And'. A red arrow points to the 'And' dropdown in the second row. Below the third row is a button labeled 'Add a Row' with a plus sign. To the right of the form is a blue 'Search' button, with a red arrow pointing to it.

More Options

The 'More Options' section contains several checkboxes and radio buttons. The first three are checkboxes: 'to documents with full text', 'Peer-Reviewed Journals', and 'Document Contains Images'. A red arrow points to the 'Document Contains Images' checkbox. Below these are radio buttons for 'by publication date(s)': 'All Dates' (selected), 'Before', 'On', 'After', and 'Between'. At the bottom is a checkbox for 'Exclude these document types'.

Results

Results Screen – To the right of the list of citations are options to refine your results by content types such as *Academic Journals*, *Magazines*, *Images* or *Videos*, you can search within the results to get more specific, and you can also limit to articles that are full-text, peer-reviewed, or with images.

Click on the article title to see more information about it.

Click on *Download PDF* to get the full-text of article.
Click on *Save* to store the article in a temporary folder.

The screenshot shows a search results page for 'Academic Journals' (3,188 results). The search terms are 'Basic Search (polar bears)' and the results are sorted by 'Relevance'. A sidebar on the right contains filters for 'Content Types' (Academic Journals, Magazines, News, Images, Videos), 'Search within results' (a search box), 'Limit Search by' (checkboxes for Full Text Documents, Peer-Reviewed Journals, Document Contains Images), and 'Publication Dates' (Past Week, Past Month, Past Year, Custom Date Range). The main content area shows two article entries. The first entry is 'Possible effects of climate warming on selected populations of polar bears (Ursus maritimus) in the Canadian Arctic' by Ian Stirling and Claire L. Parkinson. It includes a 'Full Text Finder' section with 'Download PDF' and 'Save' buttons. The second entry is 'Polar bear distribution and abundance on the Southwestern Hudson Bay coast during open water season, in relation to population trends and annual ice patterns' by Ian Stirling, M. J. Lunn, John Iacozza, Campbell Elliott, and Martin Obbard.

Print, Email, Citation Tools

The screenshot shows a search results page for 'Expanded Academic ASAP' with the search term 'polar bears'. The page features a 'Tools' sidebar on the right with options: Citation Tools, Highlights and Notes (0), Send to Google Drive™, Send to OneDrive™, Print, E-mail, Download, Save to My Folder, Share, and Translate Article. The main content area displays the article 'Possible effects of climate warming on selected populations of polar bears (Ursus maritimus) in the Canadian Arctic' by Ian Stirling and Claire L. Parkinson. It includes a 'Listen' icon, a 'Full Text' section with an abstract, and buttons for 'Download PDF' and 'Related Resources'.

Tools are to the right of the screen for citation help, e-mail, download, print, highlights and notes, saved, download MP3, share and translate.

Click on the *Listen* icon to hear a MP3 of the text of the article.

Click on *More* in the black banner at the top and then *My Folder* to view the articles you have gathered, and you can cite, email, download, or print them.

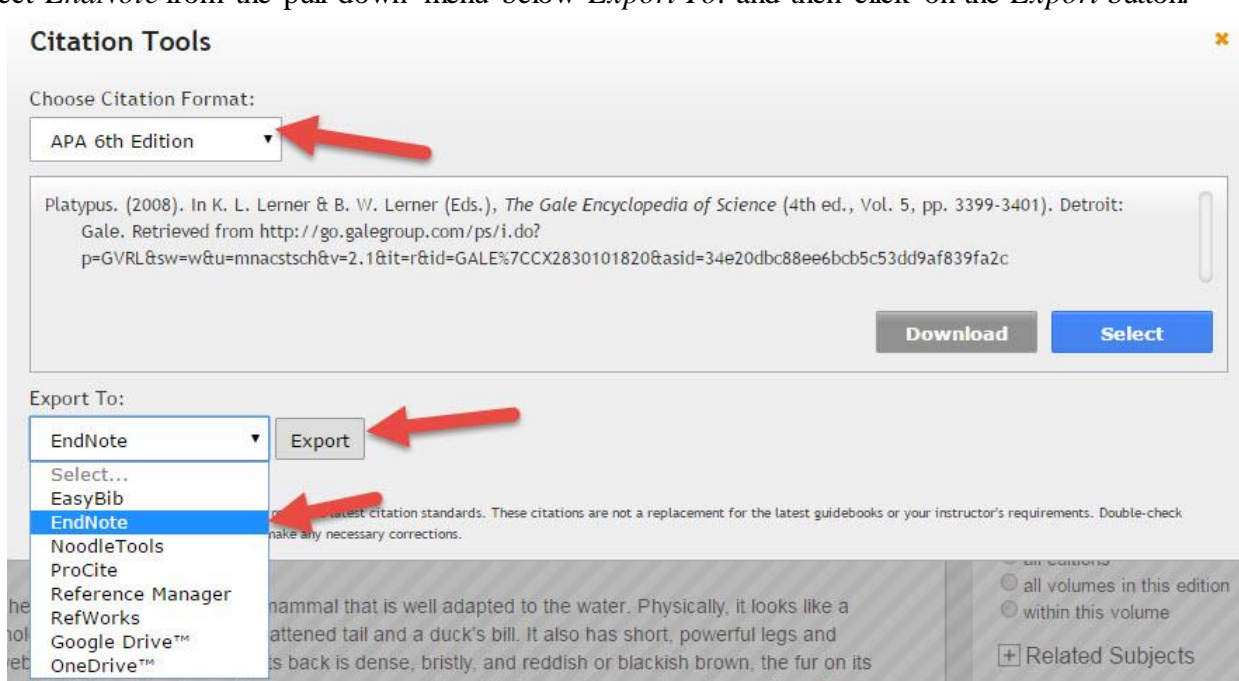
Exporting Citations to EndNote

(see [instructions for EndNote](#) for information on how to use this program)

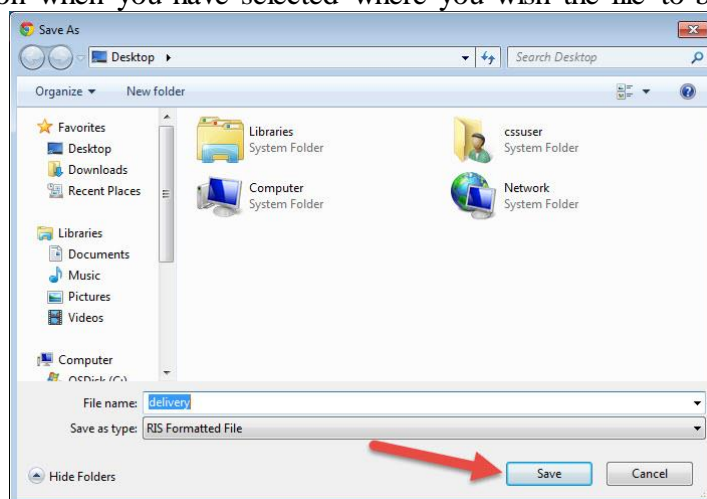
Select *Citation Tools*.

Select which citation style you would like by selecting it from the pull-down menu.

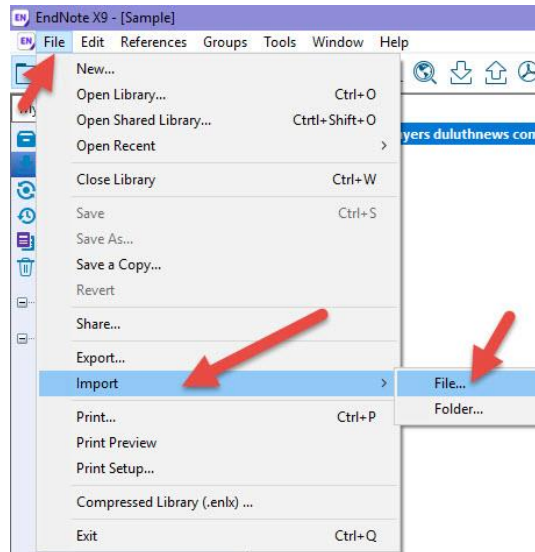
Select *EndNote* from the pull-down menu below *Export To:* and then click on the *Export* button.



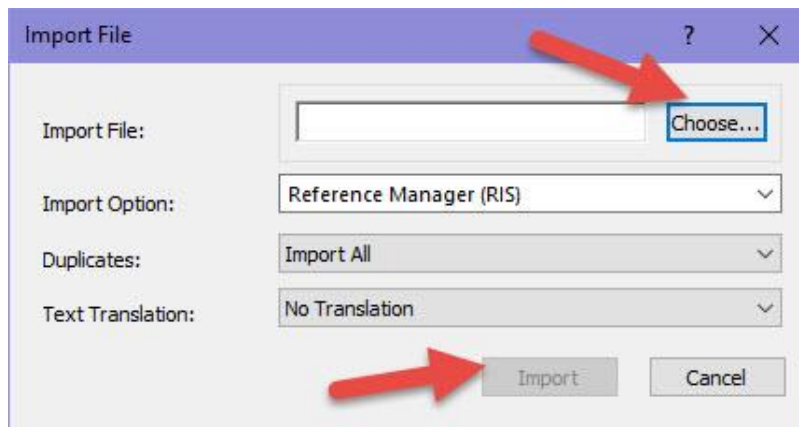
Click on the *Save* button when you have selected where you wish the file to be saved.



Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File...*



Click on *Choose...* to select the file you just saved and click on *Import*.



Your citations will now automatically be added to your EndNote library.