HOW TO USE JOURNAL FINDER

**Basic Search Screen**

1) Go to the Shepard Library home page (http://web.nccu.edu/shepardlibrary)

2) Under the category "Research Tools," select Journal Finder

3) Type in the exact name of the journal you are seeking (no abbreviations)

4) A resulting hit list will display a series of icons: a) a computer icon designates electronic access; b) a book icon designates print access and links to the Shepard Library catalog; c) an envelope icon designates a connection to Shepard Library's Interlibrary Loan module; and d) a vehicle icon links to Search TRLN, which searches the catalogs of our library partners. (If Shepard Library has no access to the journal, a "no hits" screen will appear.)

5) For electronic access, click on the computer icon. The resulting display will show: a) the journal title; b) the vendor(s) from whom Shepard Library receives the title; and c) the years of coverage for the title. Clicking on the journal title will link out to the journal itself. Select the year, volume and issue required and then navigate to the desired article using the article title and/or page numbers. (The interface will vary depending on the vendor)

PLEASE NOTE: The initial electronic journal display in Journal Finder will show years of coverage for the title. There may be an embargo on some issues; for example, the list may say "Lacks most recent 12 months." Publishers often withhold the most recent electronic issues from access. Shepard Library has no control over this.

**Advanced Search Screen** ( link is found directly under the Basic Search box)

1) Under the category "E-Journals" is a list of subject areas. Clicking on any subject will show a complete list of all the titles accessible to the NCCU community for that discipline, listed in alphabetical order. The display will also list the total number of titles for the discipline; for example, 1,815 titles for Economics.

2) At the bottom of the Advanced Search screen is a feature called "Article Finder." Filling in the appropriate boxes with information from a citation will yield a similar display as described in #5 above, that is, a display of which vendors provide electronic access to the title and a link to the journal itself. (There is a link to "Article Finder" from the Basic Search screen as well)