How to Access Online Library Services

1. Go to MSU-Mankato home page, www.mnsu.edu
2. Click on “Library Services” on the top banner.
3. Click on “Class & Subject Guides” on left hand side of screen (yellow bar)
4. Click on the class/subject you need to conduct research for.
5. Click once more on the class/subject on top middle of the next screen.
6. You can now click on Articles, Books, Websites, etc.
7. When you click on “Articles”, review the list and select one of the class/subject specific databases to search (i.e., PsychINFO, Academic Search Premier, JSTOR, etc.)

Once you select a Library Database, you will be directed to login with your MSU username and password. This is the same as your MavMAIL (email) login.

Tips to Conduct a Beneficial Library Search

- After you have accessed the database you prefer, follow these tips to help you receive the most beneficial information for the topic you are researching.

1. First, type in the topic you wish to search in the main search bar, in the second search bar type a more specific topic. You can also add more terms in the other search bars.
2. Second, select the scroll bar and select the “TI Title” option. This enables every research result to have the topic in the title.
   Don’t click Search just yet! Below the search bars there are two key selections to narrow your results.
3. Select the Full Text box; this narrows your search to show only PDF Full Text articles in your results.
4. Next, select the “Scholarly (Peer Reviewed) Journals” box, this narrows your articles to only be peer reviewed, meaning they have been read and reviewed by credible resources.
5. Click Search

You are not done yet! Learn how to access the articles and how to cite your research on the next page!
6. After you search your topic, you will see the results. On the right hand side there is a column. Notice “Refine your results” section and drag the scrollbar to the right for more recent Publication Dates in your results (See example). Click “Update” to refine your results.

7. You can also see that there are PDF Full Text links. If you click these, you will be able to access the journal/article in minutes on your computer.

It is important to cite your resources to prevent plagiarism. Thankfully, most of these search engines have a cite tool for any citation format you need to use.

1. Click an article from your narrowed results.
2. On the right hand side there will be a tool bar. You will see options to Email, Print, and Cite the article.
3. Click on Cite.
4. A column will pop up to the left with the article cited in a variety of citation formats.
5. To add this to your works cited, bibliography, or resources section, simply copy and paste the citation that you need.