Welcome to the Regis library online Masters in Nonprofit Management (MNM) tutorial. We'll begin with an overview of some library basics...

1. Last updated August 19, 2013
2. The library homepage URL:
3. http://libguides.regis.edu/library
4. Access the library subject & course guides. Don't know where to start your research? Check out the library subject guides!
5. A-Z Database List: An alphabetical list of all library databases. Provides quick access to a known resource.
6. Locate a Journal: search for specific articles, starting with the name of the journal.
7. Lumen: the Regis Library catalog for books and more!
8. Search Prospector: search public and academic library catalogs for the books you need (Colorado students only!)
9. Electronic Reserve: access online reserves of course materials. Contact the reference desk if you need help accessing the electronic reserves.
10. Interlibrary Loan: Use interlibrary loan to request materials not available at Regis.
11. Let's take a look at the Nonprofit Management subject guide!
12. Select the Nonprofit Management link
13. The library subject guides are the best place to start your research.
14. Search databases for articles from magazines, newspapers, academic journals, and other periodical publications.
15. Search Lumen the Regis Library catalog or search Prospector for books available from other libraries in Colorado
16. Students and faculty at Regis University can also access electronic books from one of several online collections.
17. Web sites listed have been reviewed by a librarian
18. Format your citations using free online tools
19. Watch tutorial how to capture formatted citations from the database you searched
20. Use submenu to access examples for different citation style formats
21. Let's search the Regis Library catalog, Lumen, for resources related to philanthropy.
22. Enter search terms
27. A KEYWORD search for “philanthropy” yields 222 results. In a keyword search, the term philanthropy can be found anywhere in the catalog record. (i.e. title, author, subject, notes, contents, etc.) Keywords searches are not very precise and generally yield too many results.

28. Let’s try a TITLE search for the term “philanthropy”.
29. Open the search menu
30. Select TITLE
31. Click the Search button

There are 26 titles in the Lumen catalog that include the term “Philanthropy”. A TITLE search can be more precise than a KEYWORD search, but what if the title does not specifically mention the search term? How can we find all materials related to philanthropy?

32. For best results, perform a SUBJECT search for your topic
33. Open the search menu
34. Select SUBJECT
35. Click the Search button

In some cases, you will be directed to use a different subject heading related to your topic.

36. To view items in the catalog, click the highlighted and underlined subject heading.

37. Select Charities to view all items in the catalog for the specified subject

A SUBJECT search is more precise than a KEYWORD or TITLE search. Each item in the catalog has been reviewed by a cataloger and relevant subject headings have been identified for each item. Identifying the subject headings used in the library catalog for your topic will allow you to perform better searches.

38. Select the Journal Title search
39. You can also search Lumen to find journals held by the library
40. Click the Submit Search button
41. Click the The Chronicle of Philanthropy link

Two catalog records appear for the journal The Chronicle of Philanthropy

The first record listed is for the print and microfiche versions

42. The library maintains a current print subscription to this publication
43. The library also has older editions archived in Microfiche format
44. Many journals maintain their own web site which often require users to register or log-in for complete access to materials.
45. Click the link to visit the publication’s web site
46. For this publication, the library has created its own account. Students in the Nonprofit Management program can obtain the account log-in information for this web site by contacting the reference desk:

303-458-4031 or
800-388-2366 x403
library@regis.edu

47. The library also has access to this publication via the library subscription databases.
48. Catalog record number two contains links to the databases that offer full text access.
53. Library subscription databases offering access to this publication. Each database offers full text articles for different date ranges. Make sure to check the date of your article and select a database that provides access to the volume and issue you need.

54. Click database link to access publication

55. Access to the Chronicle Of Philanthropy in the Academic Search Premier database

56. Use the menu on the right to drill down to your article, starting with the year the article was published

Or search within the publication

57. For additional assistance contact the reference desk. The reference desk is staffed by a professional librarian ready to help answer your questions.

58.

59. Phone:
60. 303-458-4031 or
61. 800-388-2366 x4031

62.

63. Email:
64. library@regis.edu

65. End of tutorial

Ready to get started with your research? Use this link for