Locating complete bibliographic info, library licenses & permalinks

Sophie Bury, Head of the Peter F. Bronfman Business Library, sbury@yorku.ca
Stephanie Quail, Business Librarian, quailste@yorku.ca
June 20, 2018
1. Find complete bibliographic information for common types of course materials
2. Locate license information for article subscriptions & databases
3. Locate permalinks in ProQuest, EBSCO, & Factiva databases
1) Finding bibliographic information for common course materials
Why is it important to collect detailed bibliographic information for all course materials?
Tool #1: Bowker’s Global Books in Print (Pt. 1)

Great for Books & eBooks:
- Limit search to specific country
- Sometimes provides table of contents

1) Start at the Libraries' homepage. Type Bowker’s Global Books in Print in the search bar and click Find.

2) Click Click to access this resource link.
3) Click **Advanced Search**

4) Can search by **ISBN, item title, author**, etc.

5) Access **complete bibliographic information** from record
Makarius, E., Larson, Z., Barbara, C. Changing the Perspective of Virtual Work: Building Virtual Intelligence at the Individual Level. *Academy of Management Perspectives*.

- **Missing info:** Publication year, volume & issue number, page#

2) Copy and paste article title into [Google Scholar](https://scholar.google.com)

3) Locate your article and click **Cite Button**
Activity One

1. Form groups of 2.
2. Complete the assigned activity.
3. Be prepared to describe your process to the class.
2) Locate license info for article subscriptions & databases
The library purchases many journal article subscriptions to support teaching & research. Each subscription has its own license information. Reviewing license information helps you understand the usage rights for each subscription.
Example #1: Academy of Management Journal (Pt. 1)

1) Start at the Libraries' homepage. Type **Name of journal** in the search bar, select **Periodical Title Search**, and click **Find**.

2) Click the **title of the journal** to view the complete record.
3) Scroll down to **review the different usage rights** for each subscription the library has for the journal.

---

**Example #1: Academy of Management Journal (Pt. 2)**

- **Tip 1:** If it says Yes Link? you can add a permalink to the article in Canvas/CMD.
- **Tip 2:** If it says Yes CMS? you can add a PDF of the article to Canvas/CMD.
Example #1: Academy of Management Journal (Pt. 2)

3) Scroll down to **review the different usage rights** for each subscription the library has for the journal.
3) Scroll down to **review the different usage rights** for each subscription the library has for the journal.
3) Scroll down to **review the different usage rights** for each subscription the library has for the journal.

**Example #1:**
Academy of Management Journal (Pt. 2)
Example #2: Article Database (Pt. 1)

1) Start at the Libraries' homepage. Type Name of Article Database in the search bar and click Find.

2) Click the title of the database to view the complete record.
3) Scroll down to **review the usage rights** for the Library’s subscription to this database.

*Example #2: Article Database (Pt. 2)*
What if you don’t see the usage info?

For example, if you search Proquest Business Databases you do not see the usage information in the record:

Contact a business librarian for additional help!
Activity Two

1. Form groups of 2.
2. Complete the assigned activity.
3. Be prepared to describe your process to the class.
3) Locate Permalinks in ProQuest, EBSCO, & Factiva article databases
Start with Bronfman Library’s Permalink Guide

1) Start at the Bronfman Library’s homepage & click Business Research Guides

2) Click Linking to eResources for Business
Guide contains information on finding or creating permalinks for a variety of article databases

Also includes specific information on Harvard Business Review articles (i.e. can’t be linked or posted in LMS)
Preferred order for article database links

**Journal or Magazine Articles**
1. Ebscohost (Business Source Complete)
2. Proquest (any Proquest database)
3. Scholars Portal
4. Other Article Databases

**Newspaper articles**
1. Factiva
2. Lexis Nexis Academic
A complete citation contains who, what, when, & where information!

Example Citation:
Example Citation:

- **Who (authors):** Elenkov, D., & Manev, I.
- **What (article title):** Top management leadership and influence on innovation: The role of sociocultural context
- **When (publication date):** 2005
Use Library website to determine which article database has your article

Citation: Cowan, J. (2016). What Tims learned from the King. Canadian Business, 89 (5): 4

1) Start at the Libraries’ homepage. Type Name of journal in the search bar, select Periodical Title Search, and click Find.

2) Click the title of the journal to view the complete record.
Review licenses & find one that works for your article

Which one would you select? Why?
Review licenses & find one that works for your article

Remember the preference list & choose accordingly!

Citation: Cowan, J. (2016). What Tims learned from the King. *Canadian Business*, 89 (5): 4
Example #1: EBSCOhost

Citation: Cowan, J. (2016). What Tims learned from the King. *Canadian Business*, 89 (5): 4

1) Click **EBSCOhost Business Source Complete - from 1990 until 2016** link.

2) Use either **Search within this publication** or **Browse by issue** to find exact article.
Example #1: EBSCOhost (cont.)

Citation: Cowan, J. (2016). What Tims learned from the King. *Canadian Business*, 89 (5): 4

3) Once you locate the exact article, click **Permalink** on the right-hand side.

4) The permalink will then appear at the top of the article. Copy and paste it into LMS.
Example #2: Proquest

**Citation:** Cowan, J. (2016). What Tims learned from the King. *Canadian Business*. 89 (5): 4

1) Click [ProQuest ABI/INFORM Global - from 1993 until 2017](#) link.

2) Use either **Search within this publication** or **Browse specific issues** to find exact article.
Example #2: Proquest (cont.)

Citation: Cowan, J. (2016). What Tims learned from the King. *Canadian Business*, 89 (5): 4

3) Once you open the exact article, click the **Abstract/Details tab**.

4) Scroll to the bottom of the record and copy and paste the **Document URL** into the LMS. This is the permalink for the article.
What is the EZproxy URL prefix?

- **EBSCOhost & ProQuest** include the EZproxy URL prefix (http://ezproxy.library.yorku.ca/login?url=) automatically in their permalinks.

- Some article databases like **Scholars Portal** require you to use the Library’s permalink converter to add the prefix.

- The converter is available at the bottom of every page on the [Linking to Library e-Resources guide](#):
Example: Adding EZproxy URL prefix to Scholars Portal article

1) Open the complete record for the article. Copy either the DOI or the permalink.

2) Go to the Linking to Library e-Resources Guide and paste the DOI or permalink into the permalink converter. Click **Make a safe York permalink**.

3) Copy and paste the link that appears on the next page into the LMS.
Activity Three

1. Form groups of 2.
2. Complete the assigned activity.
3. Be prepared to describe your process to the class.
Newspapers: Key points to keep in mind

Even if a newspaper looks like it’s freely available on the Internet, it’s still better to use a Library subscription permalink, because:

● The fine print may stipulate limitations for using or linking (copyright)
● Access is not stable (i.e. an article may eventually be placed behind a paywall)
Example: Factiva

Fact: Factiva covers over 30,000 news sources. Very likely it will have most business news articles a professor wants to post.


1) Type Factiva into the search bar and click Find.

2) Click Click to access this resource.
3) Type **article title** into **Free text search**. Select **date option** that makes sense for article's publication date from **date drop-down**.

Example: Factiva (cont.)


2) Click arrow beside **Source**. Type **Globe and Mail** and select **Globe and Mail - All Sources** from drop-down.

5) Click **Search**.

6) Click article’s headline and scroll to the **bottom**. Copy unique Document ID number.
Example: Factiva (cont.)


7) Go to Factiva Permalink Converter page and follow Steps 2-3:
1. Form groups of 2.
2. Complete the assigned activity.
3. Be prepared to describe your process to the class.
RECAP: What we covered today...

1. Find complete bibliographic information for common types of course materials
2. Locate license information for article subscriptions & databases
3. Locate permalinks in ProQuest, EBSCO, & Factiva databases
Thanks!

Any questions?

Sophie Bury, Head of the Peter F. Bronfman Business Library, sbury@yorku.ca

Stephanie Quail, Business Librarian, quailste@yorku.ca
Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](https://slidescarnival.com) (available under [SlidesCarnival license](https://slidescarnival.com/license)), modified by Stephanie Quail
- Photographs from photographers on [Unsplash](https://unsplash.com) (available under [Unsplash license](https://unsplash.com/license)) and Pixabay (available under [CCo license](https://creativecommons.org/licenses/by-sa/40/))
Slide 3: Photo, “Ticonderoga”, by David Pennington on Unsplash, available under an Unsplash license / Resized from original

Slide 4: Untitled photo by TeroVesalainen on Pixabay, available under a CC0 license / Resized from original

Slide 9: Photo, “Looking up architecture”, by Dhruv Deshmukh on Unsplash, available under an Unsplash License / Resized from original

Slide 20: Photo, “Person holding a journal”, by Sandis Helvigs on Unsplash, available under a Unsplash license / Resized from original

All screenshots were taken by S. Quail and are current as of June 2018.