Practical Guide

For

The Online Library

OR

HOW TO GET THE MOST OUT OF THE ELECTRONIC LIBRARY

Version 1.0

ATLANTIC INTERNATIONAL UNIVERSITY

SPRING 2003
Dear Students:

While beginning as a letter or memo, this document is neither one and simply intends to provide some guidance regarding the use of our electronic library. By releasing it, our immediate objective is to make all students aware of a powerful tool they have at their disposal for their research and other scholarly activities related to their degree programs at Atlantic International University. We are talking about our site and its link to the online library, which constitutes a huge wealth of information on virtually all academic topics.

Research on the Internet can be somewhat frustrating, uneasy, and even frightening particularly when one hour of browsing and navigating through all sorts of links yield no viable or interesting outcome. What I am recommending students to do is to closely follow the following illustrated instructions, and they will wind up with whatever data being sought.

Regardless of anybody’s level of comfort with Internet technology, we are starting from the ground up so that anyone can effectively benefit from those guidelines.
**STEP ONE:** Open your browser, Internet Explorer or Netscape Navigator.

In the URL or address box, simply type: [www.aiu.edu](http://www.aiu.edu) and press ENTER (or RETURN). Your screen should look as follows:

![Image of the AIU website](https://example.com/image1)

**STEP TWO:** Click on the string that reads, *Online Resources*
**STEP THREE:** Type in your username and your password. Then, press ENTER. This is what you can now see.

**STEP FOUR:** Click on *Online Library*. 
**STEP FIVE**: Click on OCLC First Search. Here, one of two things may occur. A message may pop up asking you to try again with a high level of tolerance for cookies. If you see that message, then skip to Step Eight; otherwise, after you type \textit{aiuedu} in both boxes, you can begin your search in two ways. One way is to get any number of bibliographic references in your field exactly from the screen below. You would search in the WorldCat option, and you would search for a topic. In this example, we search for business administration.

The result of my search is a whopping list of 35301 titles distributed among books, general articles, serials, Internet, archival, and audio sources as well
as maps and other types of references. In the likely event that you are more interested in full articles instead of just titles, then, go to the next step.

**STEP SIX**: The other search procedure gives you access to full articles as indicated on the screen below. You would search in the WilsonSelectPlus option, and you would search for any subject of your choice. In this example, we search for business plans and proposals.

The following is a sample of an article within the topic that I queried:
STEP SEVEN: I may also obtain references and articles in other languages by following another procedure. Instead of having a basic search, I would click on the expert link on the left side of my screen, and I would see this:
I would then type in the Spanish word “negocio” for business and limit to Non-English to get transported to the following, as an example of full texts in Spanish. I may proceed the same with any other language.

**STEP EIGHT:** Remember the Step Five where you might not have been allowed to continue because of the setting of your cookies. Any time you are working on a computer, and this happens, the following is your fix:

1. From any site, locate **Tools**, Number 5 in Internet Explorer on your browser’s menu.

2. Click and hold until the very bottom. Release on **Options**. Your screen must now look like the following page. Soon you see this screen, then click on **Privacy** in order to see the last picture in this guide.
3. Play with the slider until your screen is like the following, and you are set:
3. Then, you would click on **Apply** and **OK**, and you would be ready to start all over beginning on **Step One**. If you did everything as outlined in this document, then, you should be fine. Otherwise, please give your undivided attention to the details, and begin the process from scratch.

Remember, these online resources do represent an invaluable tool in any academic work. What you just read represents a small sample of the amount of data you can access and use for your academic work. Therefore, after you understand how the system works, please take the time to familiarize yourself with other areas because there are many other database, other than the WilsonSelectPlus and the Wildcart, you can dig into in order to obtain the maximum from the AIU Online Library. From the comfort of your home, you may read tons of thousands of documents and complete your academic tasks. While I am wishing you both success and good luck, I want to reiterate my pledge to support you throughout your entire journey at Atlantic International University. Therefore, should you need further assistance with either our electronic library or any other chore or resource, please always feel free to contact me or anybody else from the Academic Department.

Kindest regards,

Dr. Franklin Valcin
Academic Dean