

PONCE HEALTH SCIENCES UNIVERSITY

ACCESSING THE LIBRARY CATALOGUE AND THE
DATABASES USING ATHENS



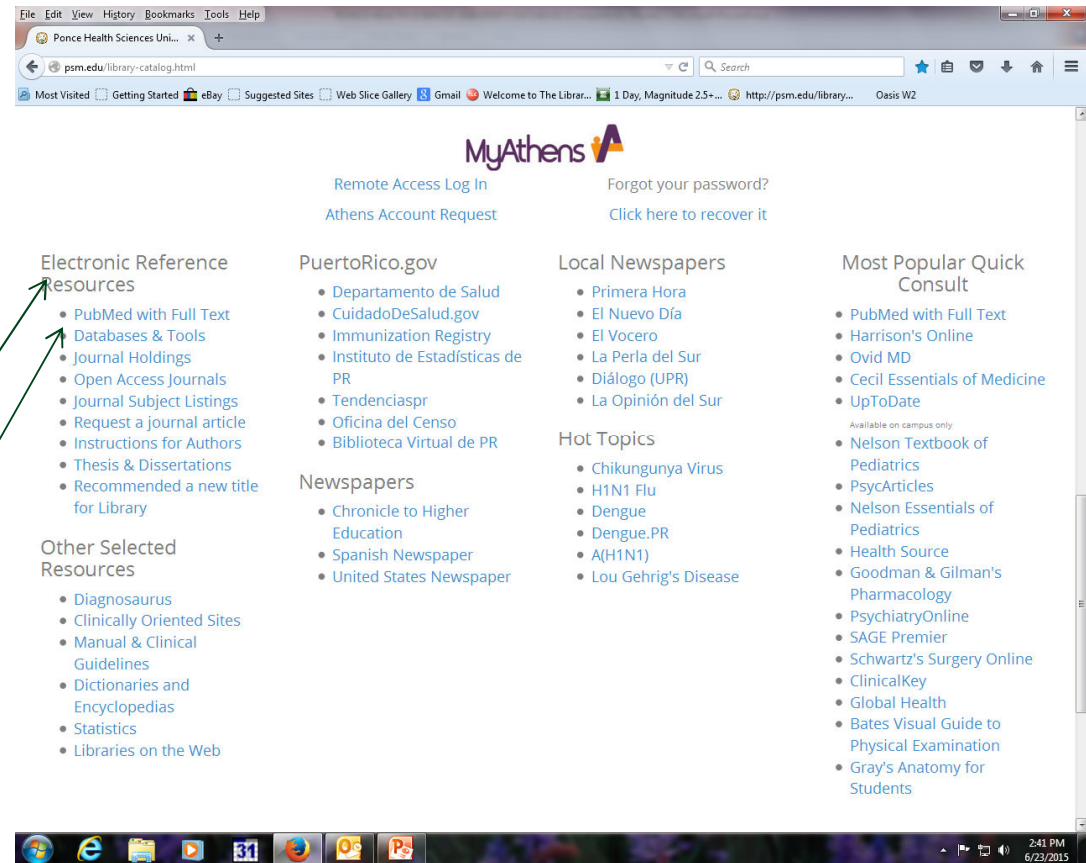
PONCE HEALTH SCIENCES UNIVERSITY

FUNDACION ANGEL RAMOS LIBRARY



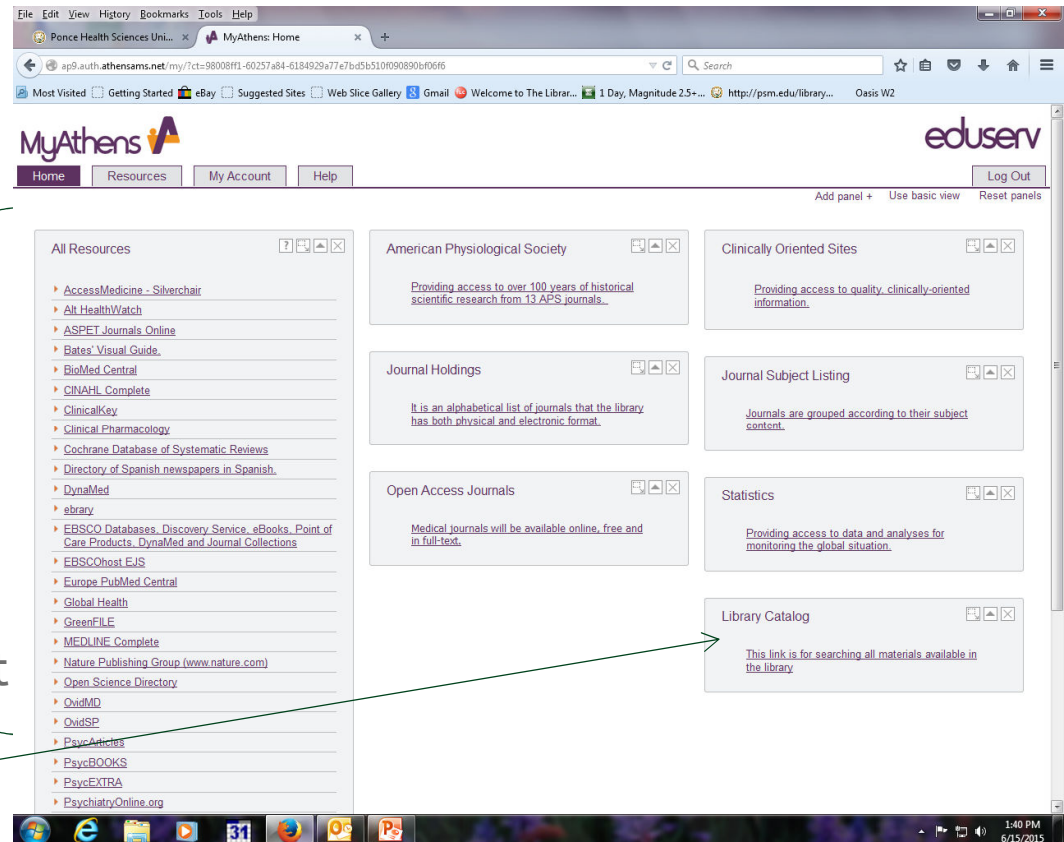
ACCESING LIBRARY CATALOGUE AND DATABASES

- If you access the library databases inside of the University you don't need to use the software Athens.
- You only need to access the address;
<http://psm.edu/home.html>
- From the menu located at the top of the page press the option Library.
- Then click in the option Libray Catalog.
- On the Electronic Reference Resources click in the option Databases & Tools.



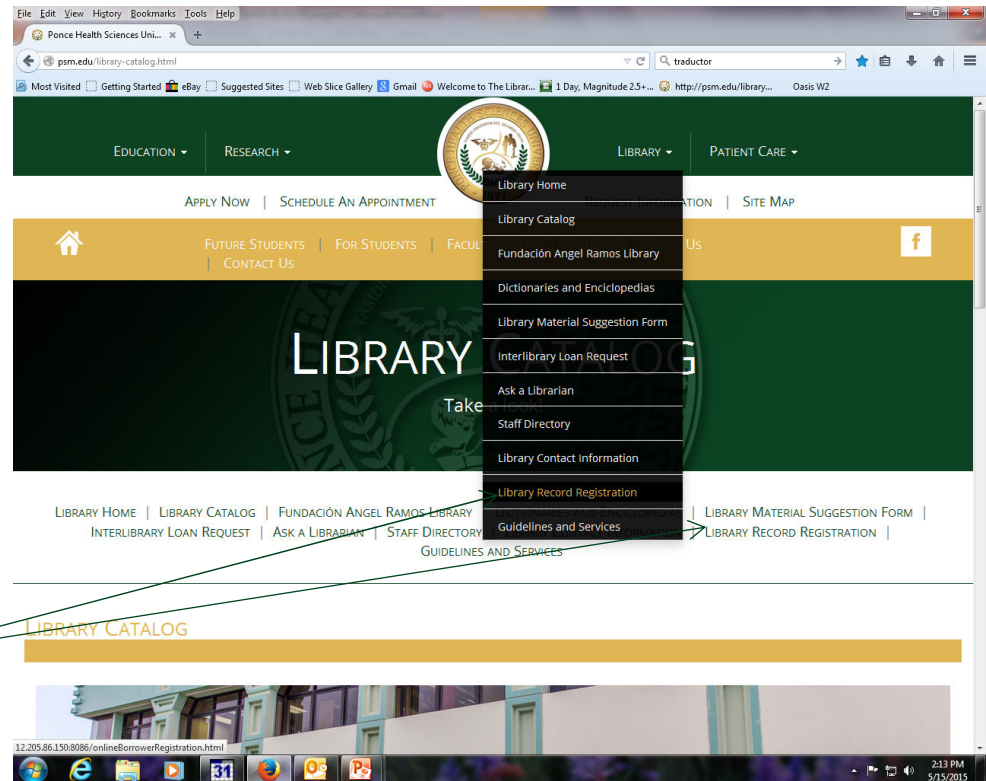
USING OUR LIBRARY CATALOGUE

- In MyAthens you will find an alphabetical listing of the databases and other electronic resources to which we are subscribe.
- You can search for books, journals or other materials available in the library, both physical and online. If you want to see the online ones make click on the option Library Catalog.



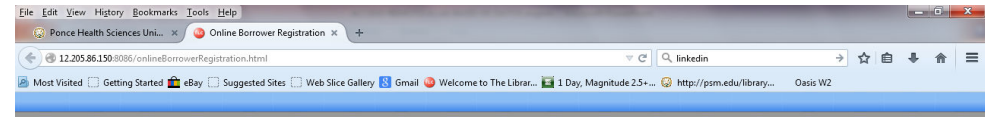
REGISTERING TO THE ONLINE LIBRARY CATALOGUE

- To gain access to our catalog, you need to click in the option Library Record Registration.
- You will find this option in the library catalog home page on this two options.



REGISTERING TO THE ONLINE LIBRARY CATALOGUE

- You need to complete the form the system requires.
- Then click “Submit”.



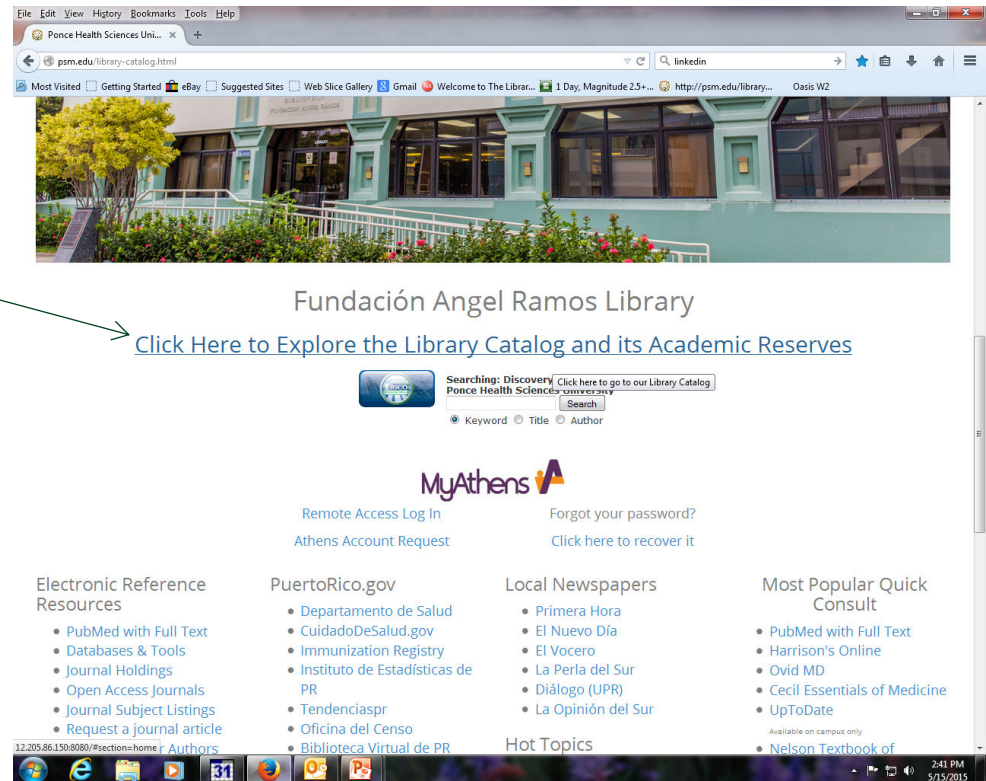
Online Borrower Registration

Title	First Name*	Middle Name	Last Name*	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address*		City*	State*	Zip Code*
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Of Birth		Gender	Desired Home Location*	
Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>		<input type="text"/>	<input type="text"/>	
Phone*		E-Mail*	PIN (8 character max)*	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Secondary Phone		Confirm E-Mail*	Confirm PIN*	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Send a confirmation e-mail				
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				



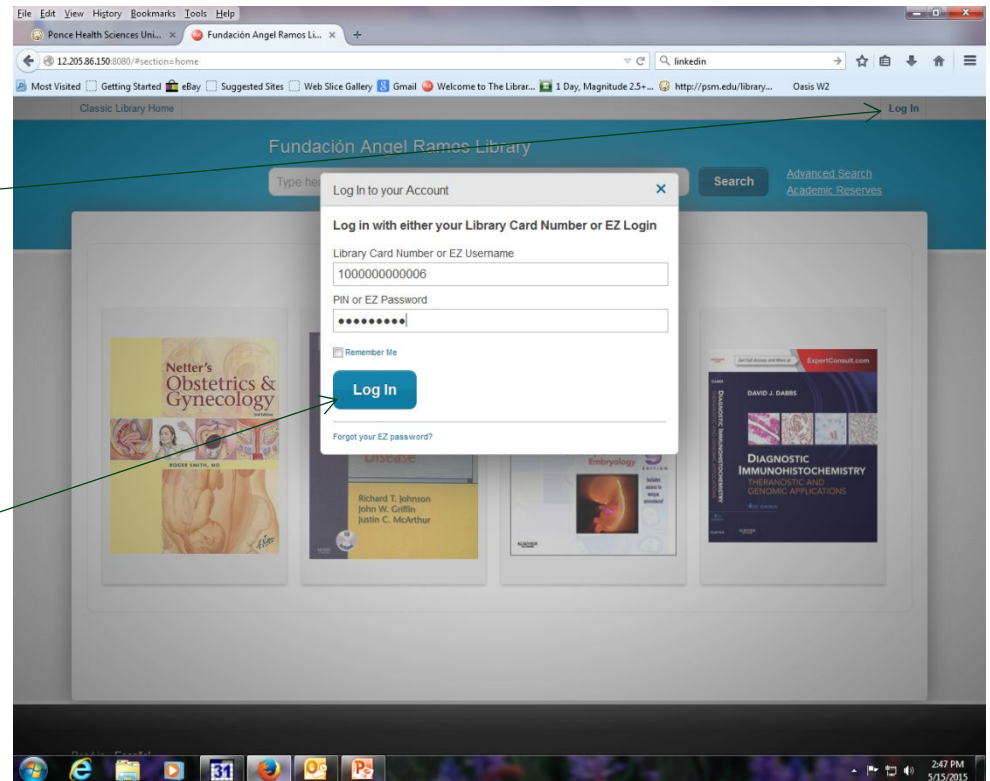
USING OUR LIBRARY CATALOGUE

To access the catalog you need to click here.



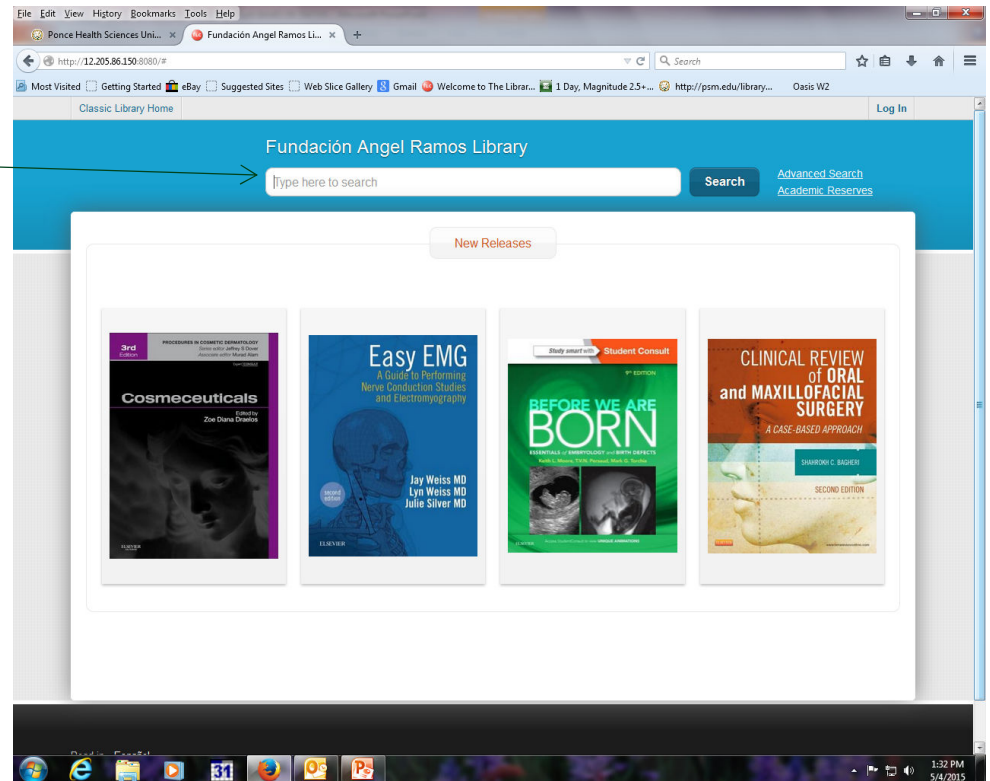
USING OUR LIBRARY CATALOGUE

- Once you enter the catalog press log in.
- Then the system will prompt you asking for the username and password. Enter them, and press log in. Done!



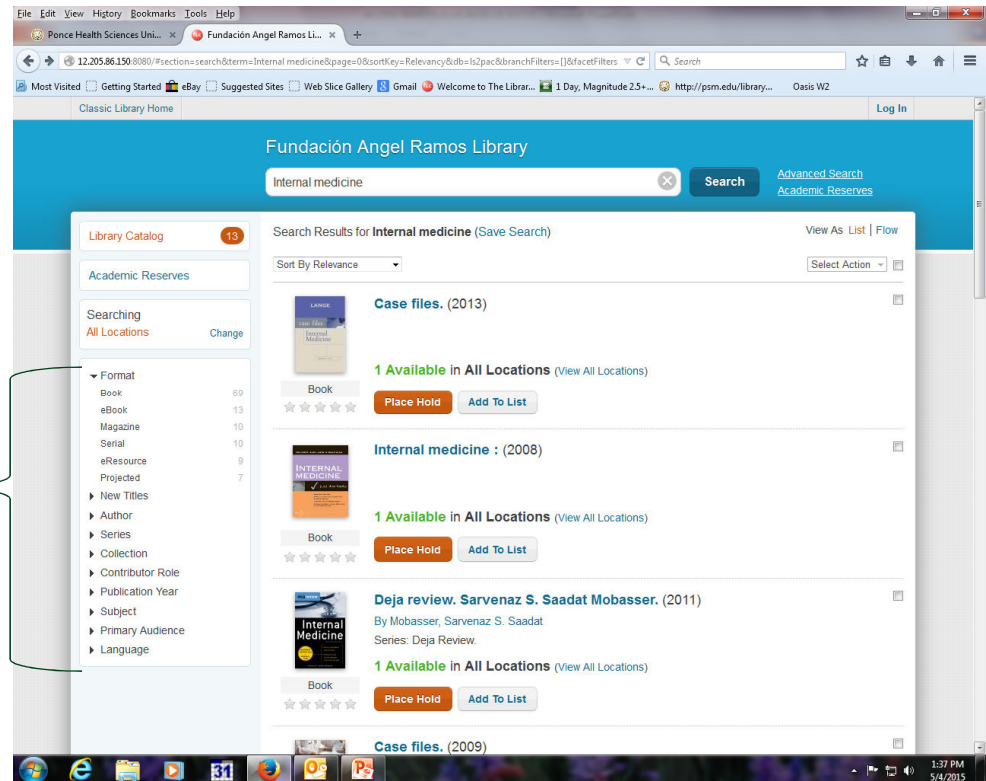
TO ACCESS OUR CATALOGUE

- On this search bar you can make searches in all resources of the library by author, title, subject or any word.



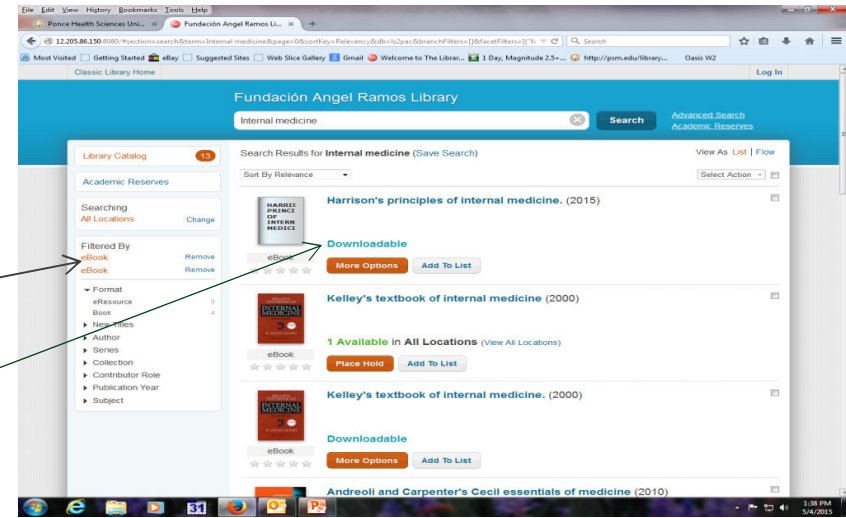
TO ACCESS OUR CATALOGUE

- Once you type the topic search, the system will show you a list of all resources available in the Library.
- On the left of the page you can select to search by specific format: electronic books, journals, newspapers etc.



TO ACCESS OUR CATALOGUE

- If you only want the books in electronic format click on the option eBooks.
- All you have to do is click on the option Downloadable.
By clicking this option, the system will send you to the database in which the book is.



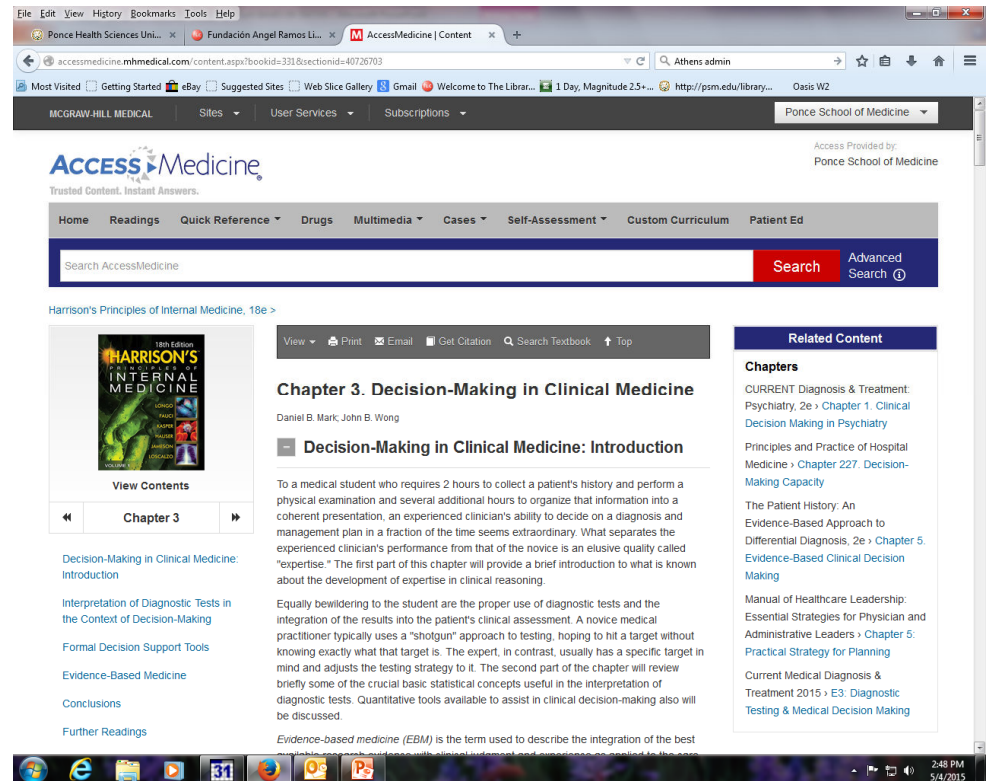
TO ACCESS OUR CATALOGUE

- In most cases you can enter into the database directly, but in the database Access Medicine, you need to click in the option Sign in. Then click in the option Sign in via Athens to obtain access.
- To view the contents of the book, just click on the chapter you want to see.



TO ACCESS OUR CATALOGUE

- Finally you can fully see the section that you selected. And you can print, email it or if the database provided for in chapter PDF, you can also download in this format.

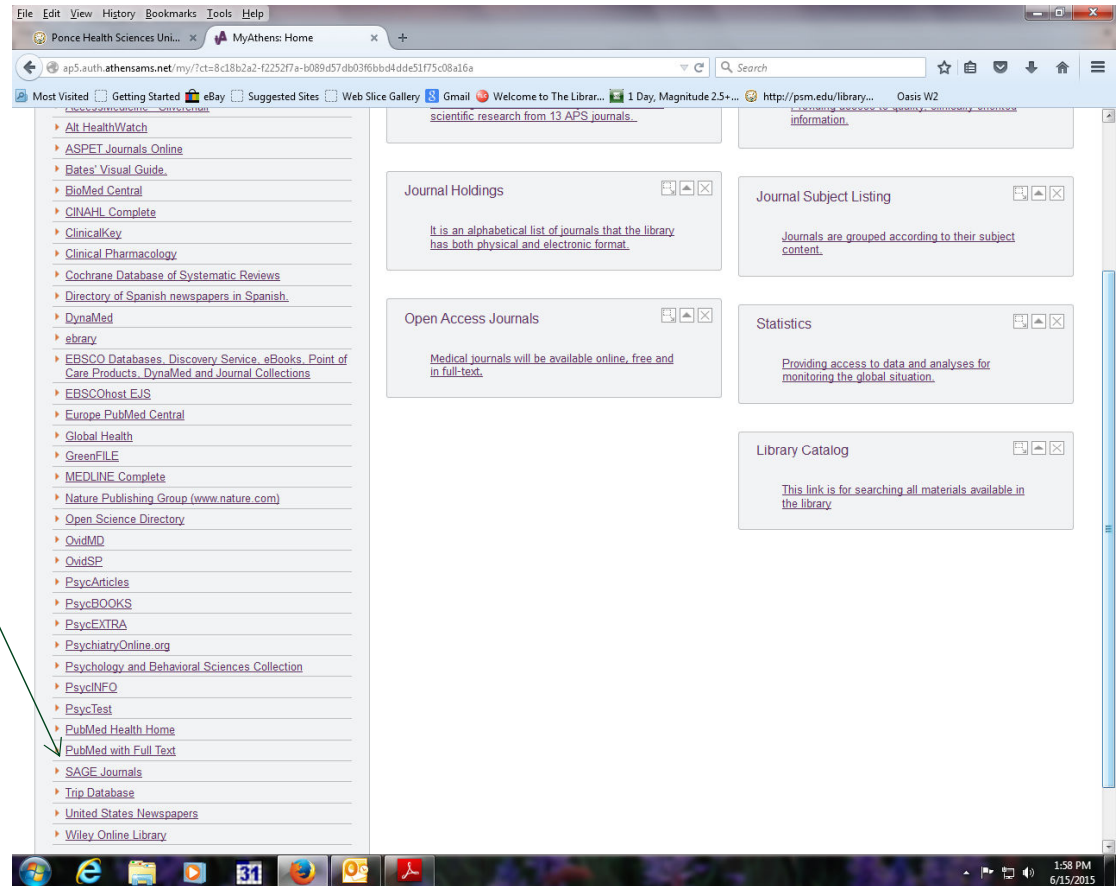


ACCESSING LIBRARY DATABASES



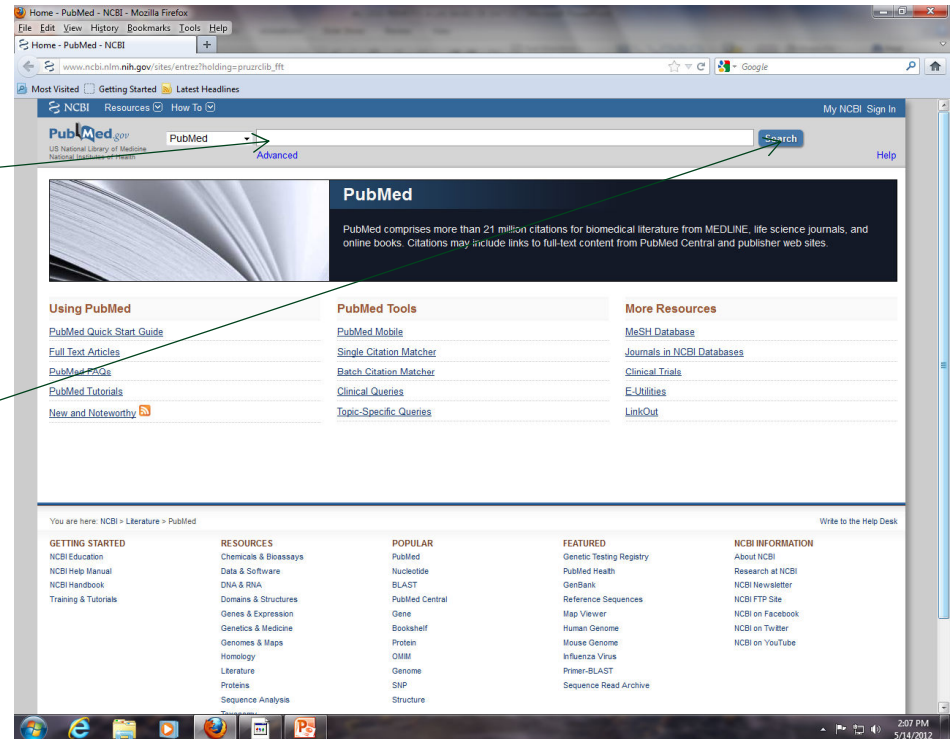
TO ACCESS OUR DATABASES

- The first database that you start to search articles is PubMed with Full Text.



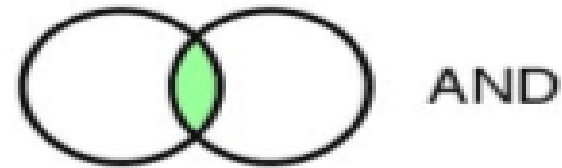
TO ACCESS OUR DATABASES

- In the database PubMed with fulltext, when the user types the search topic, the system will collate the theme in the other databases in the library.
- The theme to be searched is written here and then the option Search is pressed.
- When writing the theme of search the user must use some keywords calls; Boolean operators.

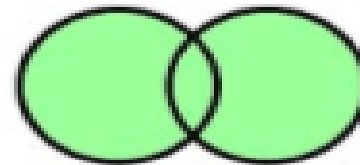


BOOLEAN OPERATORS USE

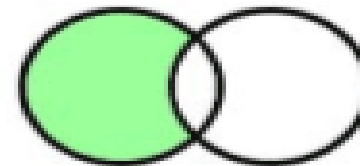
- The Boolean operators are used to link two or more terms to increase or limit the search.
- AND - finds documents containing both terms. This reduces the amount of operator information
Ex. Cancer and HIV
- OR - Finds documents containing at least one of the two terms. Increases the amount of information.
Ex. Cancer or HIV
- NOT - Finds documents containing the first term and reduces the amount of information
Ex. Cancer not HIV



AND



OR



NOT



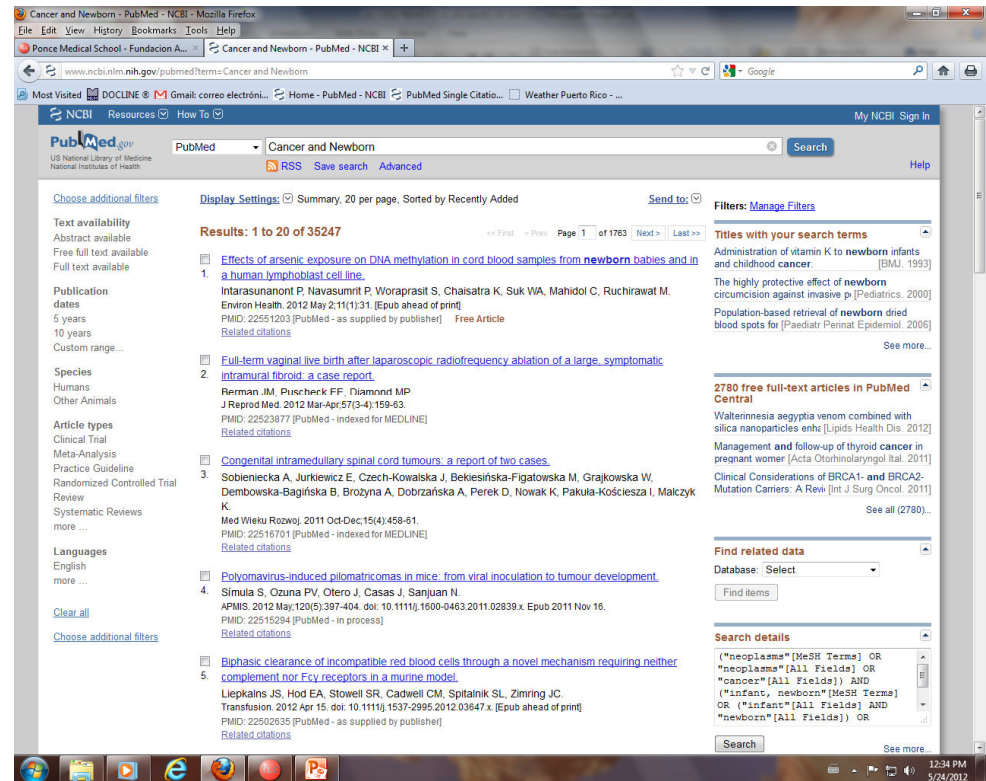
TO ACCESS OUR DATABASES

- These keywords are also used in other databases. When preparing the topic search, remember that you can use this Boolean operators for searching information more efficiently.



TO ACCESS OUR DATABASES

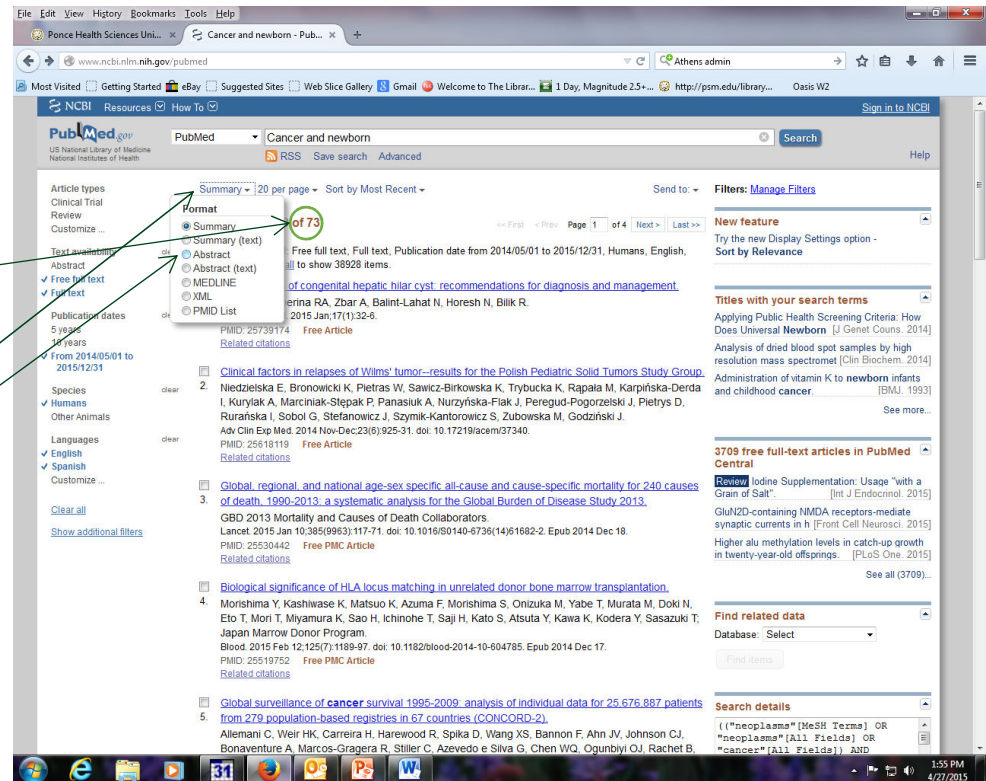
- In this example a topic using a Boolean search connector and the system was developed, he conducted the search. Then he displayed a list of articles related to the search topic.
- To the left of the page you will find several options to limit or expand your search according to your needs.



TO ACCESS OUR DATABASES

After choosing the options to narrow your search, you will notice that the number of items (**found in the circle**) will be reduced to an appropriate number to evaluate each of them.

Once already you set the search according to your needs, you must go to the option Summary, open the screen and choose the option Abstract.



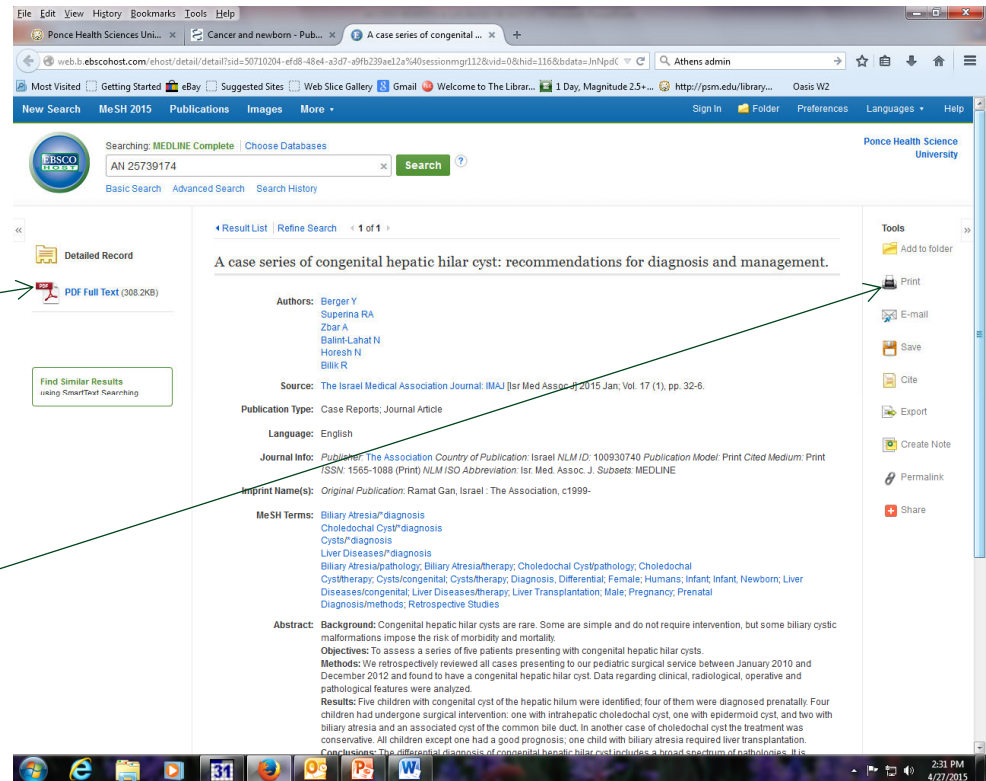
TO ACCESS OUR DATABASES

- In doing so the system will display a list in which the summaries of the articles related to the topic you are looking appear. And an icon that indicates whether the library has full text subscription to the journal
- If the item your looking for has this icon press it to obtain the full text article.



TO ACCESS OUR DATABASES

- This link will take you to the database where we have the journal subscription and all you have to do is look for the link to read PDF to download the full text article.
Depending on the database, you can only display the items in HTML format.
- If that were the case, you have to press the option Print to display the full article including graphics and tables.



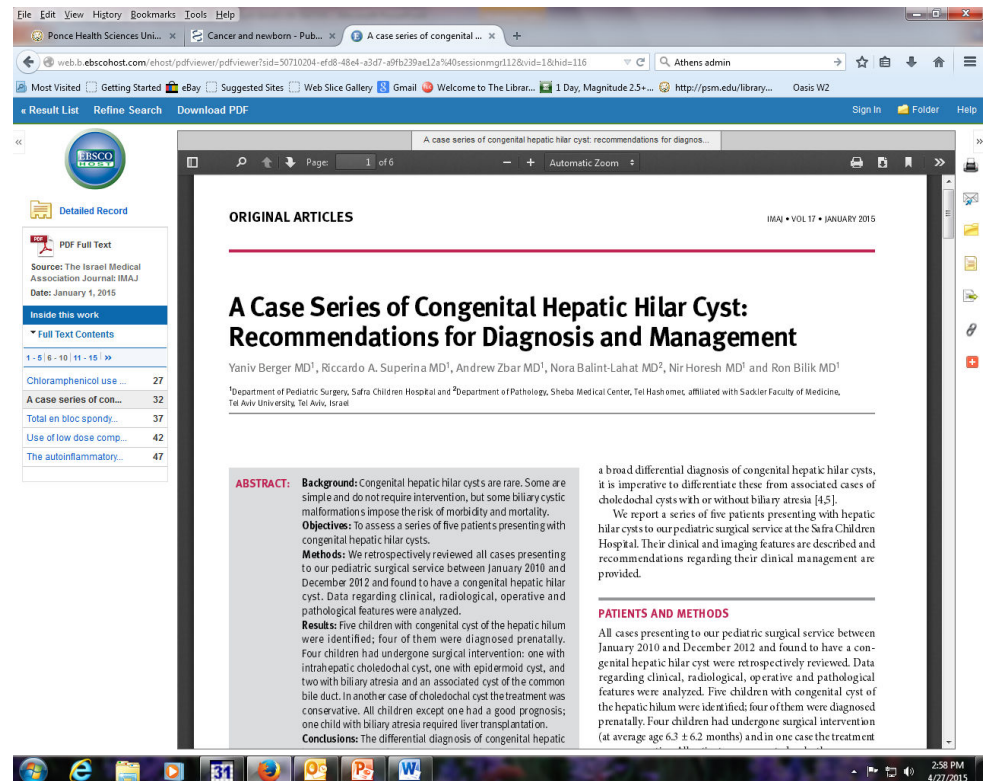
INTERLIBRARY LOAN SERVICE

•If you press an icon in PubMed to download a full text article and does not allow access it, is possible that the database has an embargo period (delay) that will allow you to not download the article. This however may have a period ranging from 3 to 24 months.

•If you need the article you can apply for interlibrary loan.

•You can send us the order form through the following link:
<http://psm.edu/lib-loan.form>

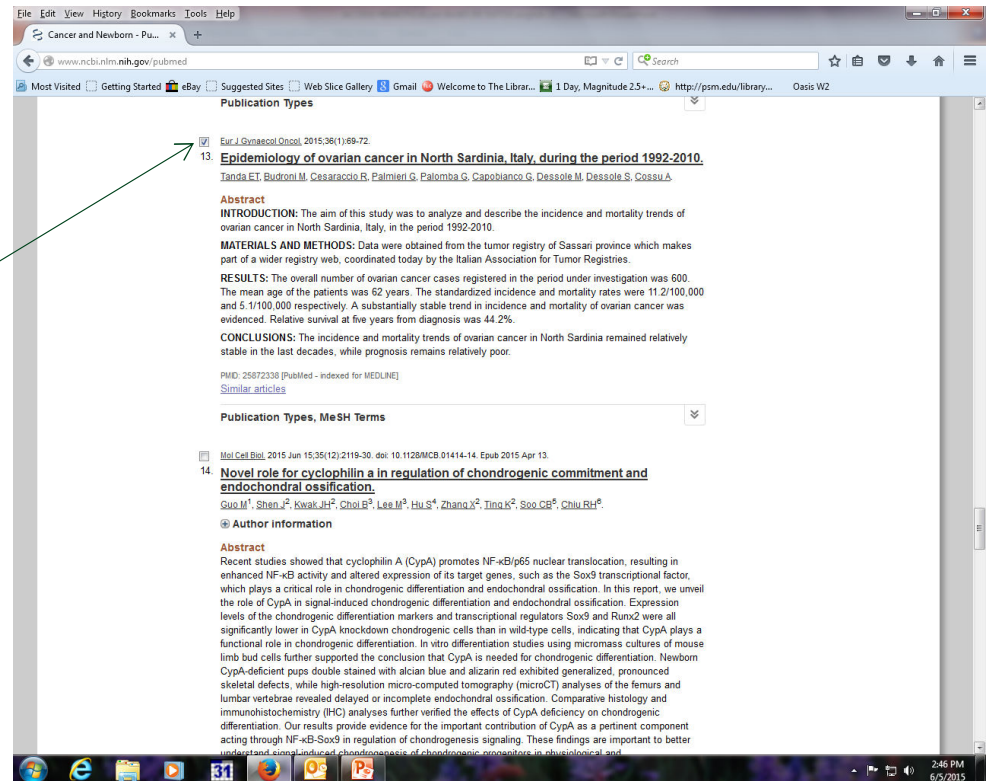
•Or you can use this link:
<http://psm.edu/staff-directory-lib.html>



INTERLIBRARY LOAN SERVICE

If the Library don't have subscription to the journal, you need to send us the citation for the article that you need.

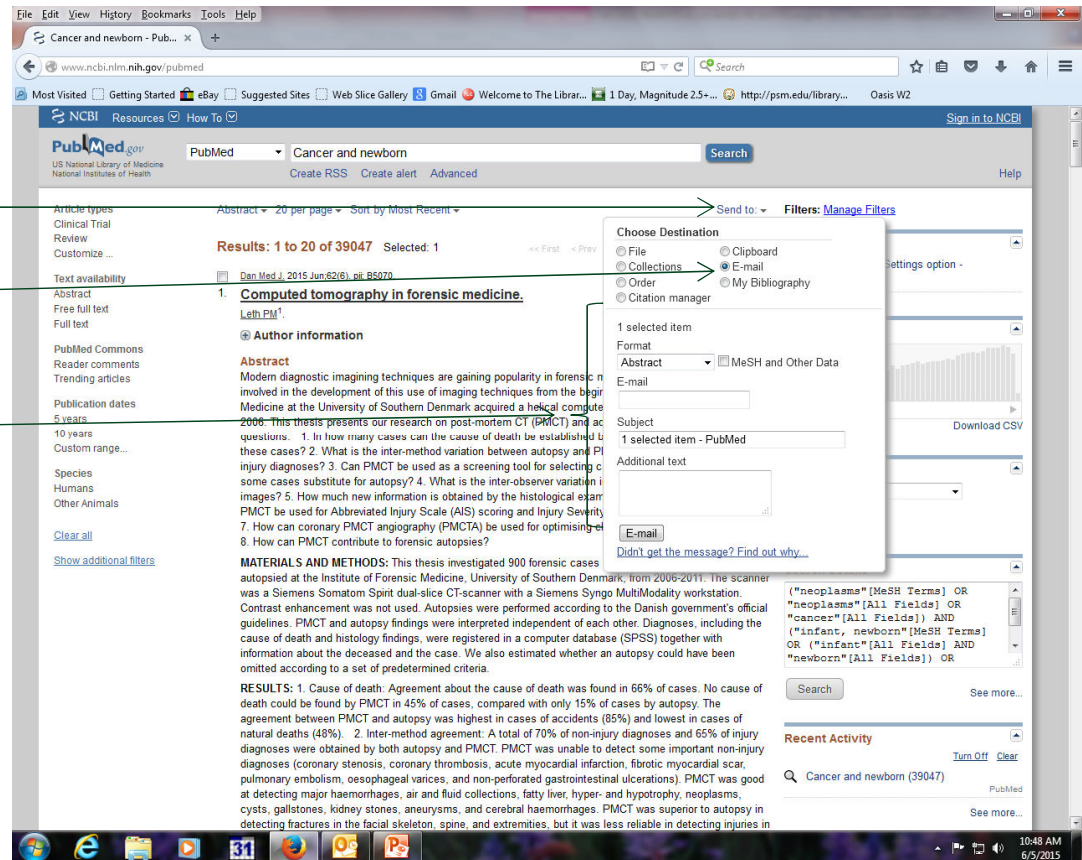
First you check mark the citation of the article.



INTERLIBRARY LOAN SERVICE

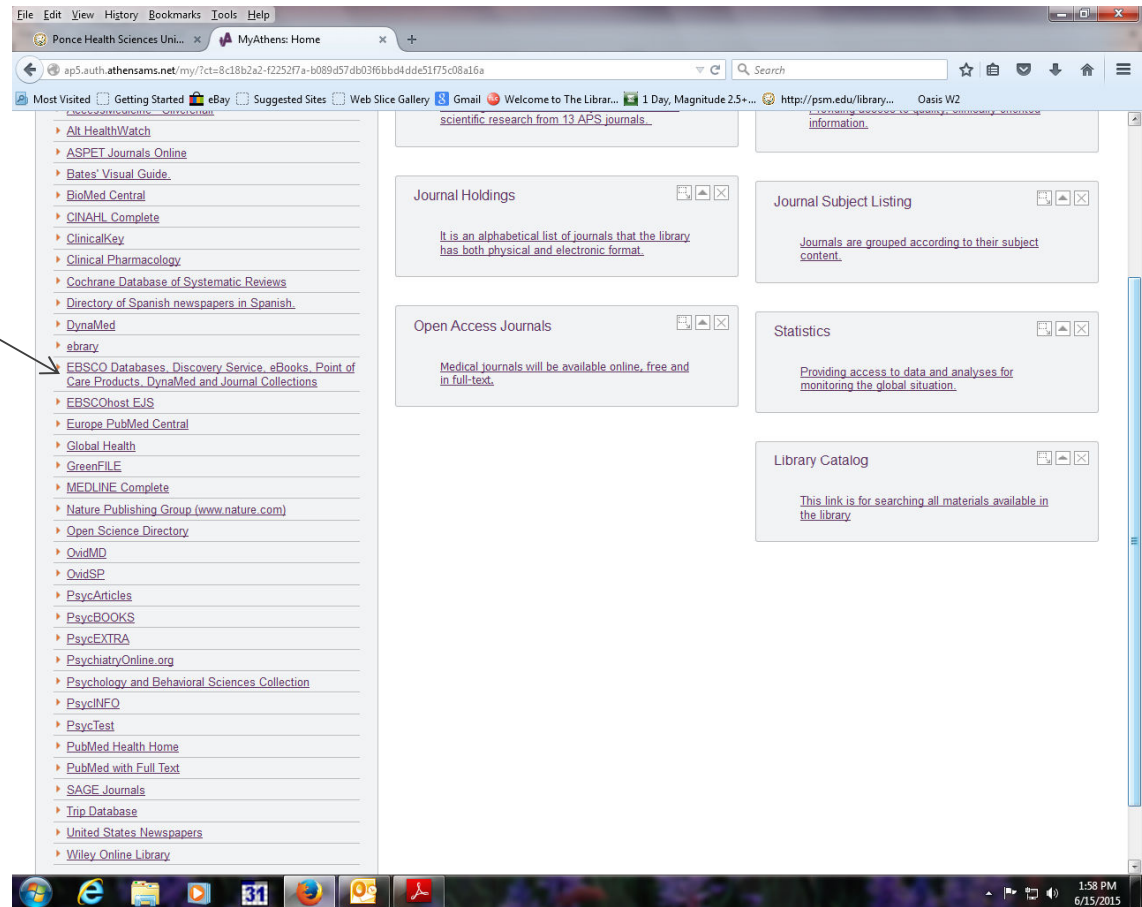
- At the top of the page you select the option Send to. ←
- Now select the option Email. ←
- And complete the information. ←

Note: Is important that you included in Additional Text your full name, email, and cellular number to contact you and sending the article by email.



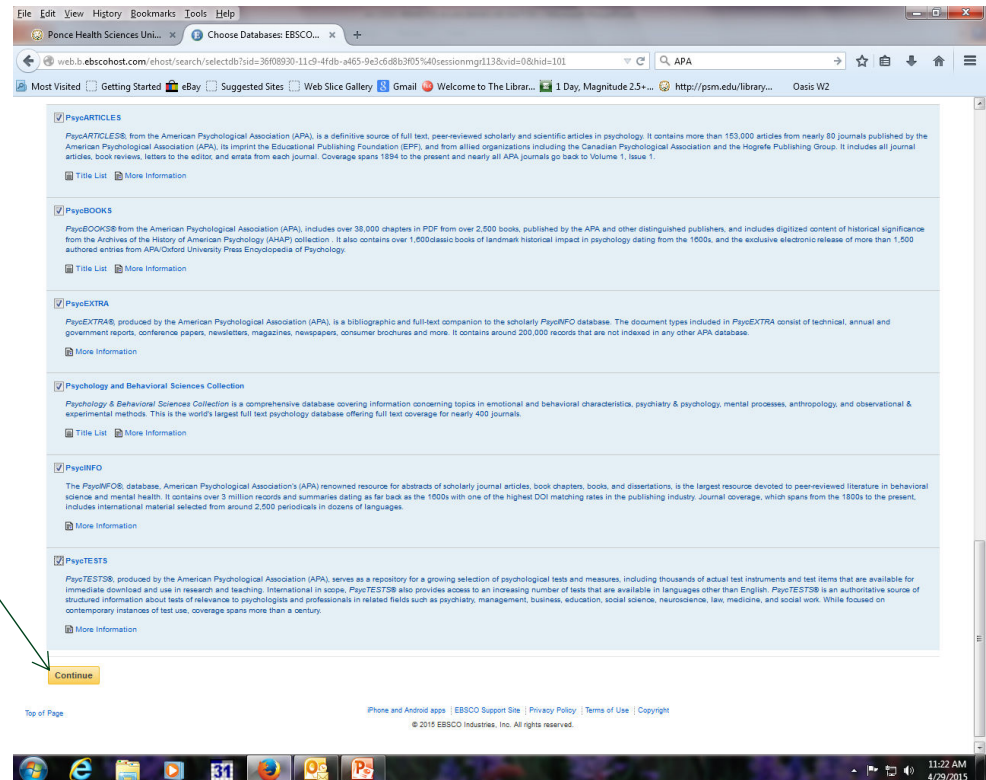
DATABASES FOR PSYCHOLOGY PROGRAMS

- The databases for psychology students are access through this link.



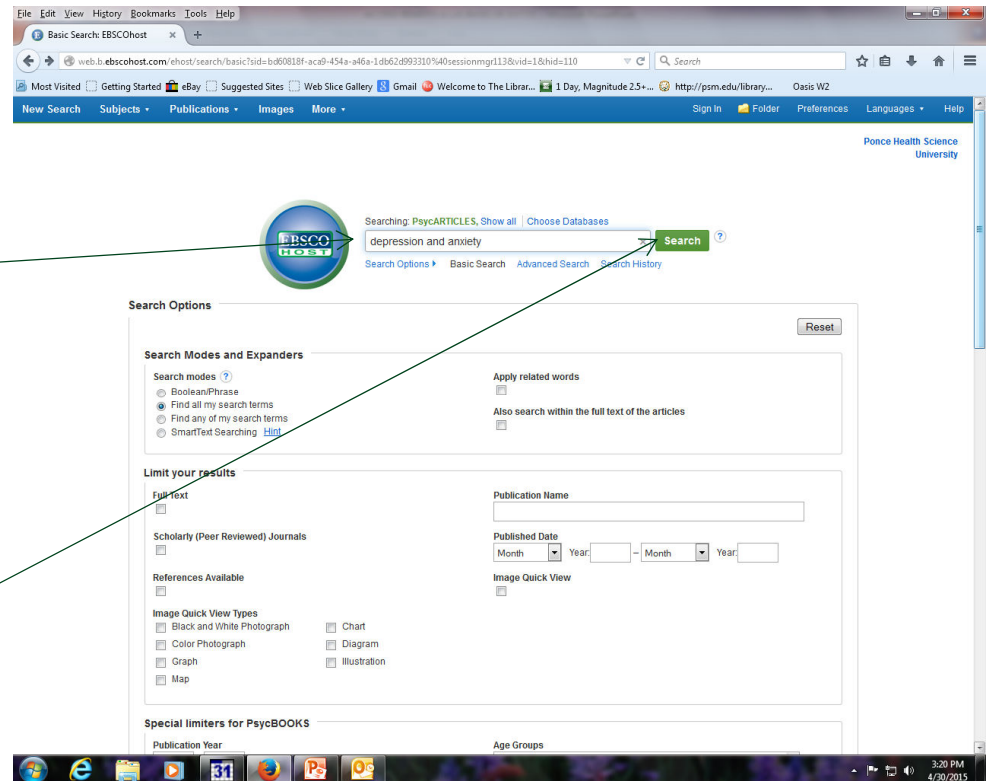
DATABASES FOR PSYCHOLOGY PROGRAMS

- Now select all the databases of APA, press the option Continue.



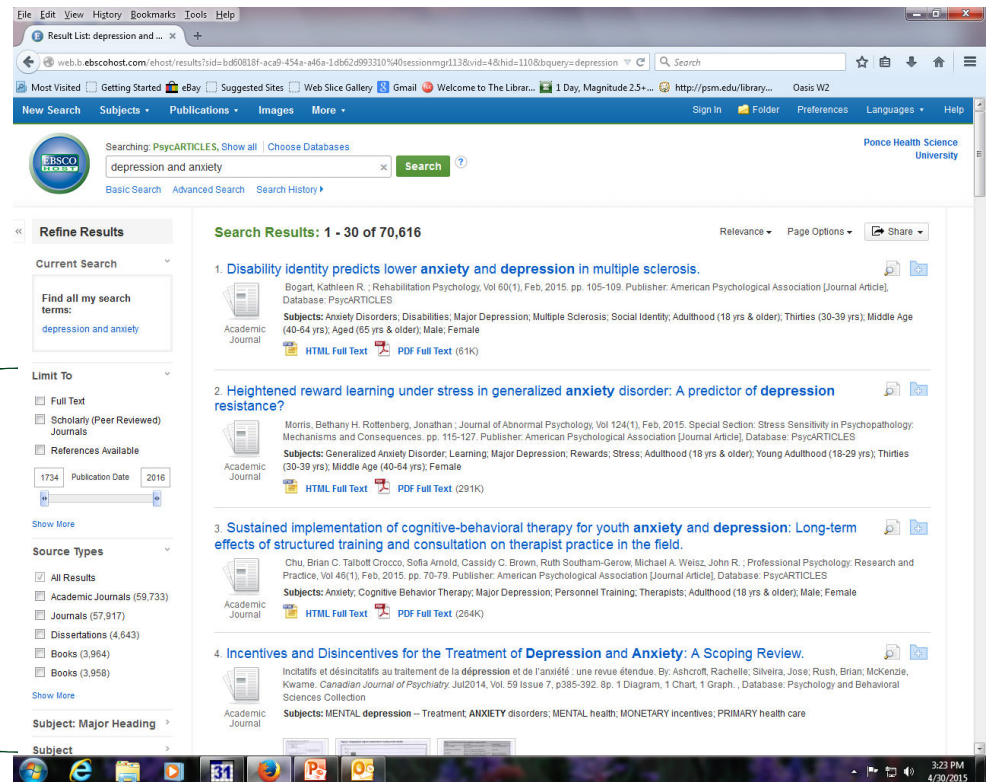
DATABASES FOR PSYCHOLOGY PROGRAMS

- The system will display a screen in which you enter the issue to look at this bar. Remember to use the Boolean connectors in drawing up the search theme and that this rule applies to all other databases.
- After entering the topic select Search.



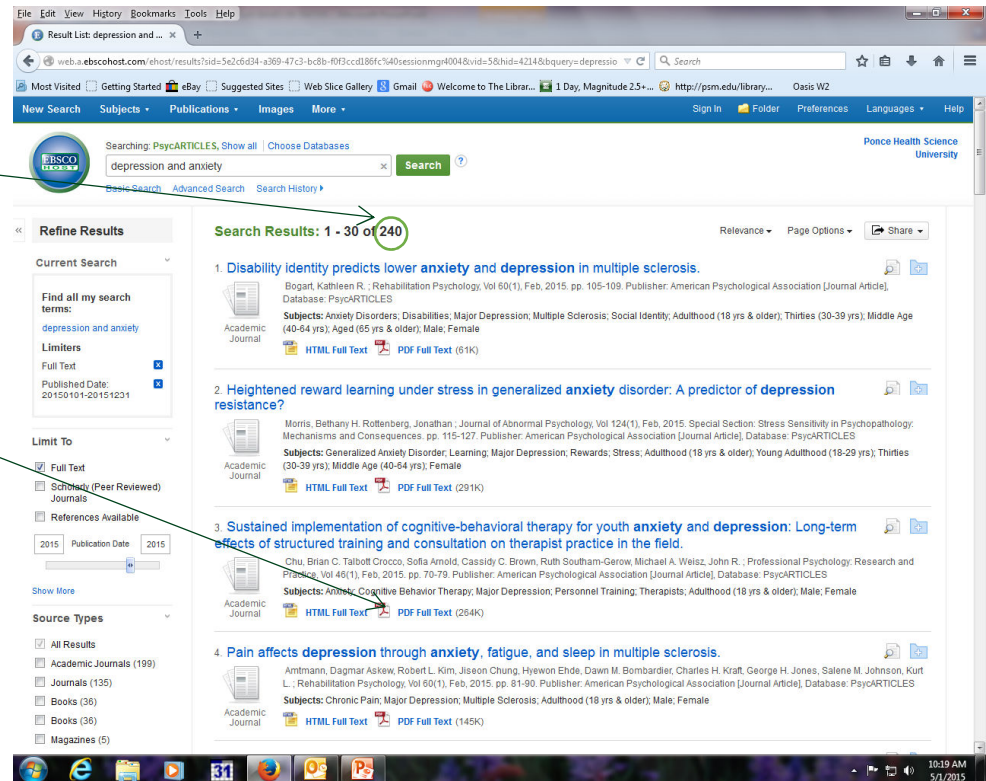
DATABASES FOR PSYCHOLOGY PROGRAMS

- The system will show you a list of articles related to your topic.
- At your left hand you will find options to limit the amount of information the system will show you.



DATABASES FOR PSYCHOLOGY PROGRAMS

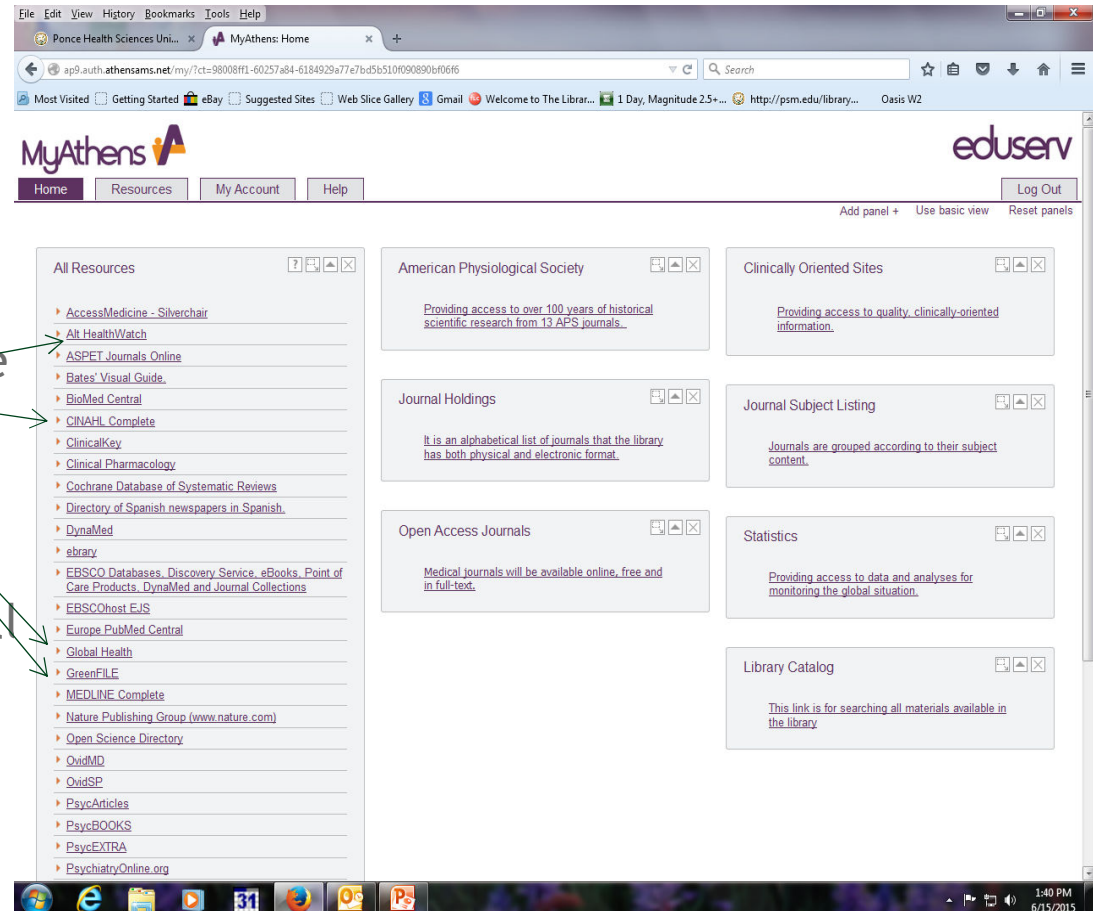
Once you **limit the number of items** that the system will show you, locate the item you want and select the option PDF Full Text.



DATABASES FOR PUBLIC HEALTH PROGRAM

•Public Health program should use those links to the search articles.

•Remember the searching procedure is the same for all the databases.



If you require additional information on how to use databases or have questions, you can contact Mr. Julio Quinones Del Valle, Serials Librarian at telephone: 787-840-2575 ext. 2592 or email: jquinones@psm.edu



Thank you

