

# PSU Library Basics

- The library web site is your portal to conducting your research and finding related materials. Get to know it and use it well.

- [library.pdx.edu](http://library.pdx.edu)

- Librarians WANT to help you. It's what we do. Don't hesitate to ask for help.

- [library.pdx.edu/services/ask-a-librarian](http://library.pdx.edu/services/ask-a-librarian)

- Even if PSU Library doesn't own the book/article/thing that you need, chances are we can get it for you\*

\*some restrictions do apply

**NEVER PAY A PUBLISHER TO ACCESS AN ARTICLE**

- Find library materials owned by PSU using the PSU Search. Our materials include:

- books, journals, articles, audio/video, government documents, special collections (historical and archival materials), e-journals, newspapers and more

- Other services you can get in the library include:

- Group study rooms, practice presentation rooms, family friendly study room, laptop and iPad loans, computer lab, citation management tools and help, research consultation and more.

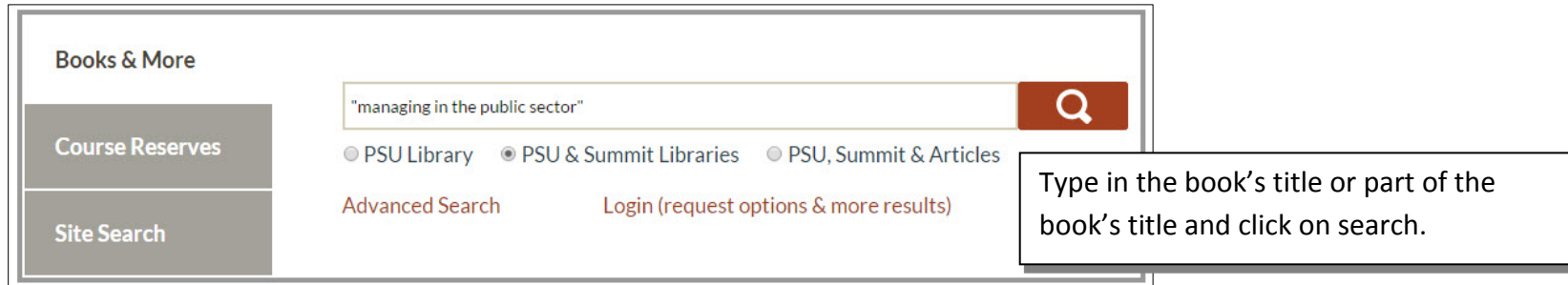
- Use your research guide: <http://guides.library.pdx.edu>



[flickr.com/photos/intrepidation/5302751978/](https://www.flickr.com/photos/intrepidation/5302751978/)

# I know exactly what I want. Where is it and how do I get it?

## Book: Managing in the public sector: a casebook in ethics and leadership



Books & More

Course Reserves

Site Search

"managing in the public sector"

PSU Library
  PSU & Summit Libraries
  PSU, Summit & Articles

[Advanced Search](#)
[Login \(request options & more results\)](#)

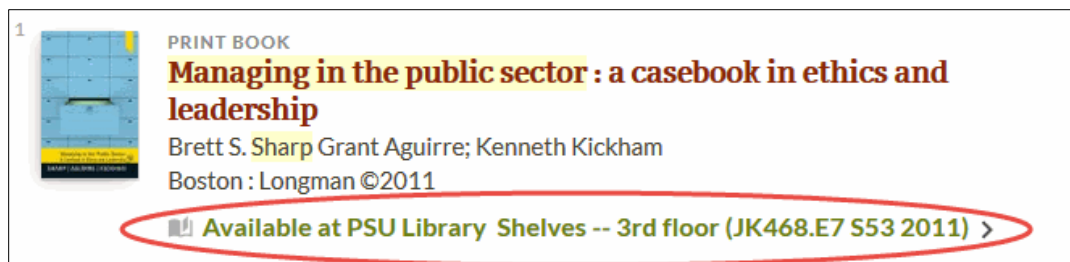
Type in the book's title or part of the book's title and click on search.

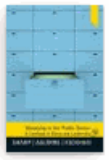
**Pro Tip for finding known items**

If you know the author's last name, type in some of the title words in quotes and then the author's last name.

**"handbook of public" peters**


Still can't find it? Google it. Sometimes you get incorrect citation information and it's easier to find correct citation information by searching Google than it is by searching the library catalog.



1  PRINT BOOK

**Managing in the public sector : a casebook in ethics and leadership**

Brett S. Sharp Grant Aguirre; Kenneth Kickham  
Boston : Longman ©2011

 Available at PSU Library Shelves -- 3rd floor (JK468.E7 S53 2011) >



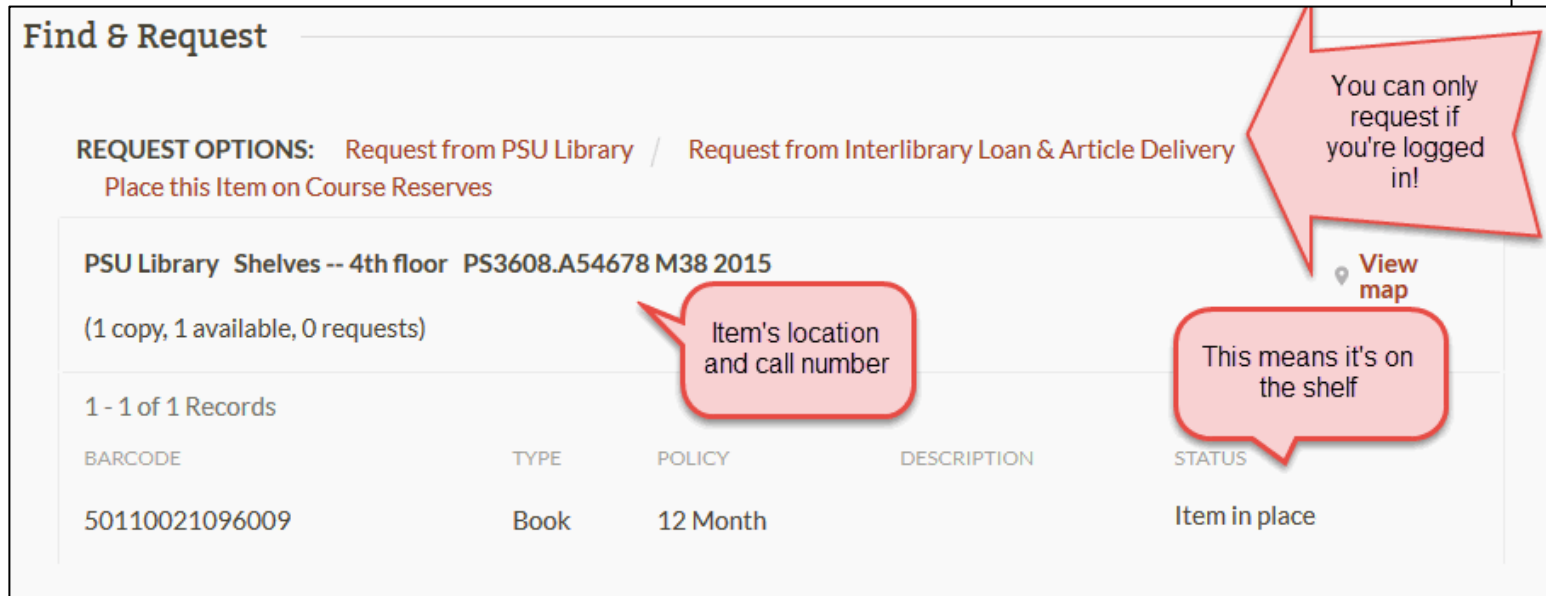
 PRINT BOOK

**Tom McCall, Maverick : an autobiography**

Tom McCall, 1913-1983. Steve Neal, 1949-Portland, Or. : Binford & Mort ©1977

 Find & Request >

If we don't have something, you should see request options.



**Find & Request**

REQUEST OPTIONS: [Request from PSU Library](#) / [Request from Interlibrary Loan & Article Delivery](#)

Place this Item on Course Reserves

PSU Library Shelves -- 4th floor PS3608.A54678 M38 2015

(1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
50110021096009	Book	12 Month		Item in place

You can only request if you're logged in!

View map

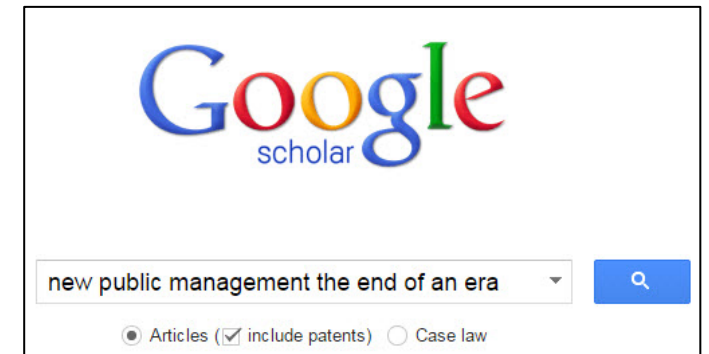
Item's location and call number

This means it's on the shelf

## Article: Levy, R. (2010). New Public Management: End of an era? *Public Policy and Administration*, 25(2), 234-240.

The easiest way to see if we have access to a particular article is to search GoogleScholar, but you must use the link to Google Scholar from the library's website (on the Databases & Articles page under "Research Starting Points.")

### Search for the article in Google Scholar



### Find out if we have it at PSU by clicking on the Find It @ PSU option

**New public management end of an era?**  
R Levy - *Public Policy and Administration*, 2010 - ppa.sagepub.com  
Abstract For the past 20 years, the **New Public Management** (NPM) has been the dominant paradigm in **public** administration theory and practice. Given its affinity with markets and private sector **management**, NPM is arguably as much a casualty of the global economic ...  
Cited by 34 Related articles All 3 versions Cite Save

[PDF] from sagepub.com  
**Find It @ PSU**



### Access the article

**Online Access**

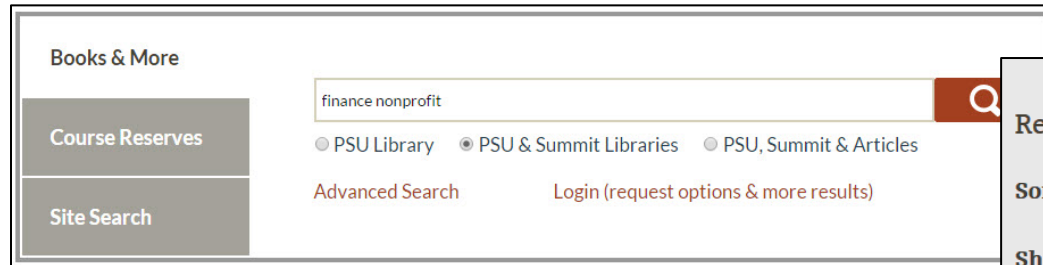
Available online at: **Sage Premier 2016**  
Available from 1999 volume: 14 issue: 1

You'll need to make sure you are completely logged in to see all online viewing options.

*Choose the appropriate subscribed package, including coverage by year. Sometimes you won't see a link to access the article and it's possible we don't have access to it. In that case you may need to request the article using Interlibrary Loan.*

# I don't know exactly what I want. Where do I start looking for information on a topic?

## Discover materials with PSU Search.



Books & More

Course Reserves

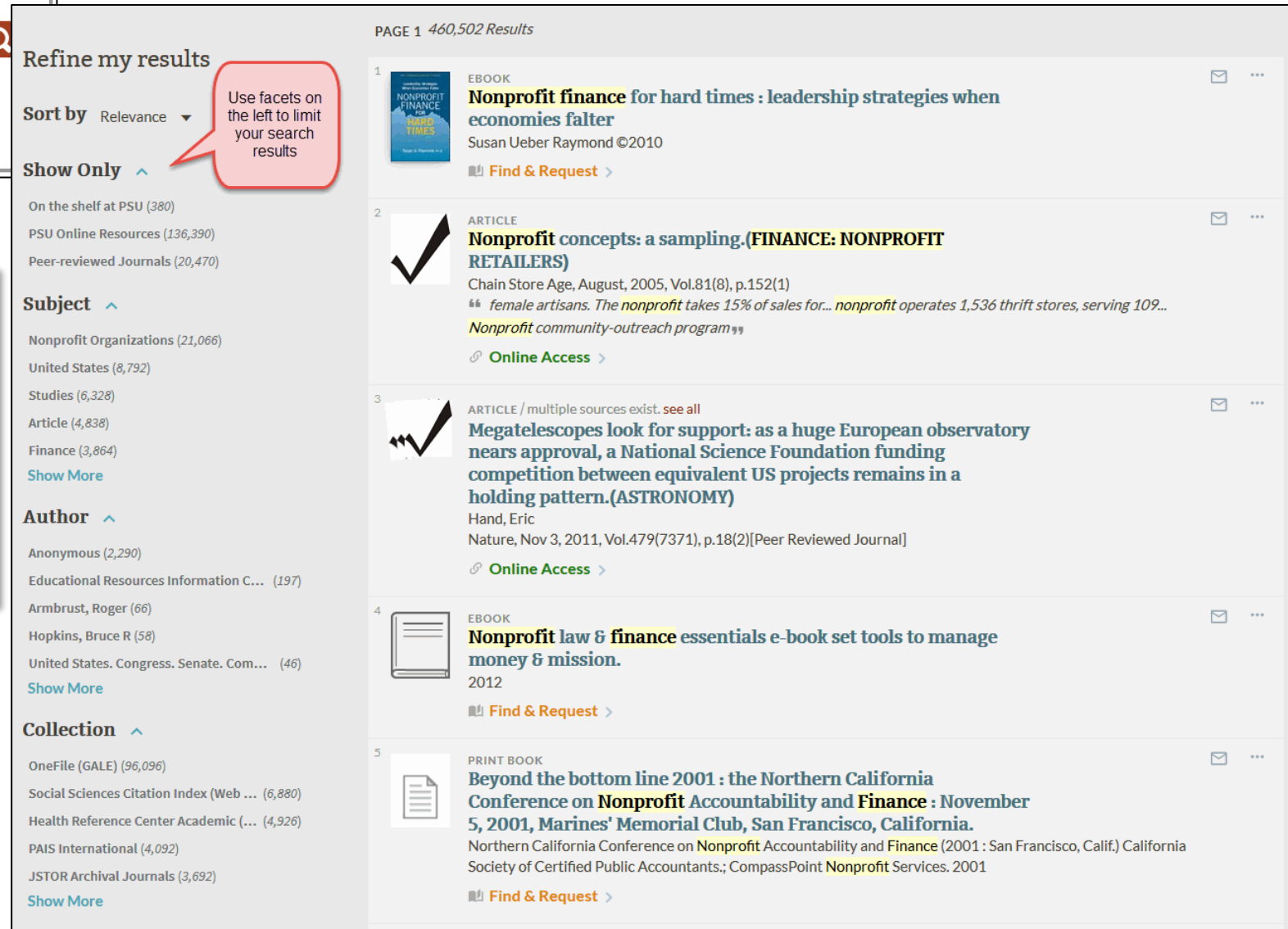
Site Search

finance nonprofit

PSU Library PSU & Summit Libraries PSU, Summit & Articles

Advanced Search Login (request options & more results)

Other good places to discover resources on a topic are GoogleScholar, Web of Science, and Academic Search Premier. These are all featured as Research Starting Points on our Databases & Articles page. <http://guides.library.pdx.edu/az.php>



Refine my results

Sort by Relevance

Show Only

On the shelf at PSU (380)

PSU Online Resources (136,390)

Peer-reviewed Journals (20,470)

Subject

Nonprofit Organizations (21,066)

United States (8,792)

Studies (6,328)

Article (4,838)

Finance (3,864)

Show More

Author

Anonymous (2,290)

Educational Resources Information C... (197)

Armbrust, Roger (66)

Hopkins, Bruce R (58)

United States. Congress. Senate. Com... (46)

Show More

Collection

OneFile (GALE) (96,096)

Social Sciences Citation Index (Web ... (6,880)

Health Reference Center Academic (... (4,926)

PAIS International (4,092)

JSTOR Archival Journals (3,692)

Show More

PAGE 1 460,502 Results

- 1 EBOOK  
**Nonprofit finance for hard times : leadership strategies when economies falter**  
Susan Ueber Raymond ©2010  
Find & Request >
- 2 ARTICLE  
**Nonprofit concepts: a sampling.(FINANCE: NONPROFIT RETAILERS)**  
Chain Store Age, August, 2005, Vol.81(8), p.152(1)  
female artisans. The nonprofit takes 15% of sales for... nonprofit operates 1,536 thrift stores, serving 109...  
Nonprofit community-outreach program  
Online Access >
- 3 ARTICLE / multiple sources exist. see all  
**Megatelescopes look for support: as a huge European observatory nears approval, a National Science Foundation funding competition between equivalent US projects remains in a holding pattern.(ASTRONOMY)**  
Hand, Eric  
Nature, Nov 3, 2011, Vol.479(7371), p.18(2)[Peer Reviewed Journal]  
Online Access >
- 4 EBOOK  
**Nonprofit law & finance essentials e-book set tools to manage money & mission.**  
2012  
Find & Request >
- 5 PRINT BOOK  
**Beyond the bottom line 2001 : the Northern California Conference on Nonprofit Accountability and Finance : November 5, 2001, Marines' Memorial Club, San Francisco, California.**  
Northern California Conference on Nonprofit Accountability and Finance (2001 : San Francisco, Calif.) California Society of Certified Public Accountants.; CompassPoint Nonprofit Services. 2001  
Find & Request >

Use facets on the left to limit your search results

## Use library databases to conduct searches.

### How do I know what database to use?

Use the research guides as a starting place. Choose a guide that is related to the topic you want to research, and it will list relevant databases for that subject area.

Quick links to topical research guides and databases are on the library's home page.

Databases & Articles

Subject Guides

Course Guides

### Why should I use PSU's Google Scholar instead of just going to *scholar.google.com*?

PSU's link to Google scholar lets Google know that you're part of the PSU Community. It provides links to full-text articles and other materials purchased by the library. If you're using Google Scholar from off campus you'll be asked to log in with your Odin account.

### I'm doing searches in databases but I'm not finding what I need. What can I do to troubleshoot?

There are many reasons why you might not get what you want from a database. First check the spelling of search terms. Then think about if your search is *too specific* or if it's *too broad*. You can **broaden** search results by taking away some keywords, and you can **narrow** down a search by adding more words. You should also consider whether you are using the right tool to find the kind of information that you need. For instance, if you're looking for Public Administration information in an engineering database, you probably won't have any luck.

The screenshot shows the Google Scholar interface. The search bar contains the text "nonprofit finance" and a "Search" button. Below the search bar, there are filters for "Articles and patents", "anytime", and "include citations". A "Create email alert" button is also visible. The search results display the title "The uniqueness of nonprofit finance and the decision to borrow" by W Bowman, published in "Nonprofit Management and Leadership, 2002 - Wiley Online Library". The abstract states: "BOTH INVESTOR-OWNED and nonprofit firms have a similar dilemma: too much debt in relation to total assets can lead to insolvency and bankruptcy, but too little may lead to capital starvation and sluggish growth. This essay adapts two competing theories of corporate borrowing ...". There are also links for "Cited by 26", "Related articles", "BL Direct", and "All 2 versions". A "Find It @ PSU" link is present in the top right corner of the results area.

### Ack! I need help!

Ask a librarian. Go to the reference desk on the 2<sup>nd</sup> floor of the PSU Millar Library, chat with us, call us, or e-mail us. [library.pdx.edu/services/ask-a-librarian](http://library.pdx.edu/services/ask-a-librarian)

# Crafting Good Database Searches

## Step 1: Articulate your research question and brainstorm keywords

Sample question: Is union representation good for public employees in Oregon?

By writing out your research question, you can begin to separate the concepts that will help your search. A good practice that might help is to highlight the separate concepts in your research question.

Is **union representation** good for **public employees** in **Oregon**?

*Searching is an iterative process. A good search takes forethought, flexibility, and experimentation*

Now start brainstorming on your topic. Separate out the concepts, and brainstorm a list of related concepts or words for each one. Be sure to let yourself go wild with related concepts—your brainstorm does not have to stay fully in the confines of your research question

Union representation	Public Employees	Oregon
Labor union Collective bargaining Labor dispute SEIU AFSCME	Public servant State worker Worker Employee	Pacific northwest Portland Salem Washington United States

By brainstorming you have an entire list of word from which to make combinations when you search.

## Step 2: Begin Searching

Take your brainstorm list and start searching in your database of choice.

What did your results set look like? Was your search too narrow or too broad?

Keywords are combined with **AND** in order to find articles that mention *all* of these concepts.

Searching: **Academic Search Complete** | [Choose Databases >>](#)

public employee in Select a Field (optional) Search Clear

AND union in Select a Field (optional)

AND oregon in Select a Field (optional) [Add Row](#)

[Basic Search](#) | [Advanced Search](#) | [Visual Search](#) | [Search History](#)

### Step 3: Modify your search to maximize result relevance

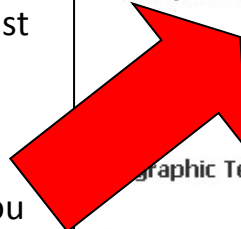
If your search was too narrow, consider trying different combinations of keywords, or consider taking away one of the concepts entirely. Maybe you should just find articles on unions and public employees?

If your search was too broad, find one article in your result list that looks good, and enter into its complete record to see more information.

This will help you identify **subjects** that you can use when you modify your search. When you add a subject to your search, be sure to indicate that you want to search the Subject field.

Searching: **Academic Search Complete** | Choose Databases »

public employee	in	Select a Field (optional)
AND	labor unions	in SU Subject Terms
AND		in Select a Field (optional)



#### The Crisis in Academic Employment: A Local Story.

**Authors:** Lewis, Jon<sup>1</sup>

**Source:** Cinema Journal; Summer2006, Vol. 45 Issue 4, p120-124, 5p

**Document Type:** Article

**Subject Terms:** \*STRIKES & lockouts -- College teachers  
\*COLLEGE teachers -- Salaries, etc.  
\*LABOR unions  
\*NEGOTIATION  
WESTERN Oregon University (Monmouth, Or.)

**Geographic Terms:** MONMOUTH (Or.)  
OREGON

**Company/Entity:** SERVICE Employees International Union DUNS Number: 074845389

**NAICS/Industry Codes:** 813930 Labor Unions and Similar Labor Organizations

**Abstract:** The article focuses on the problem of academic employment in Western **Oregon** University, a small state school in Monmouth, **Oregon**. In 2006, the full- and part-time faculty of this school prepared to go on strike in response to considerable salary increases received by the **public employee union** Service **Employees International Union**. Negotiations between the management and faculty members regarding a fair compensation package failed, prompting the faculty to go on strike.

**Author Affiliations:** <sup>1</sup>Professor, English Department, **Oregon** State University

**ISSN:** 00097101

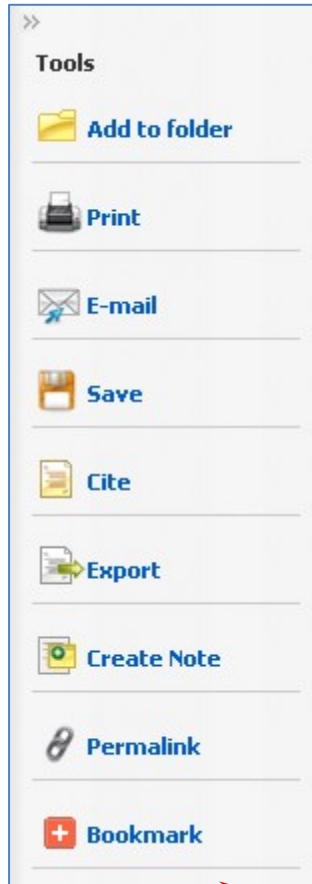
**Accession Number:** 23307514

If you see a subject that you think will work well to help you find relevant articles in your search, copy and paste it into your search. **DON'T click on it.**

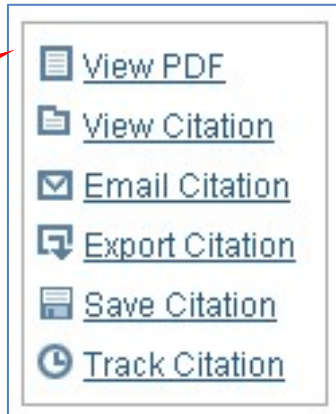
In databases **subjects** are specific concepts with their own definitions. **Keywords** are strings of characters that have no meaningful definition for the database. Using the right subjects in your search will drastically improve the relevance of your search results.

## Step 4: Save citation, get full-text, and cite the article in your writing

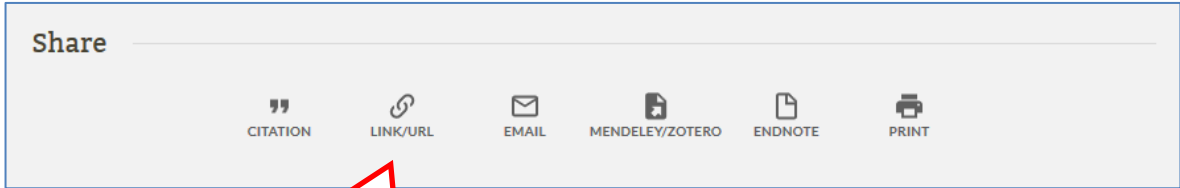
While each library database has different feature displays, most feature types will be similar.



**JSTOR's** tool box includes the option to view the pdf and track the citation as well.



Most databases will let you format a citation, save a citation, or e-mail yourself a citation. You should be able to choose what citation style you want. Each one also has some sort of personal account you can set up if you wish.



**PSU Search** tool box includes a permalink to each record.



**ProQuest** databases (PAIS, Worldwide Political Science Abstracts, etc.) allow you to save articles to "My Research" after creating an account with ProQuest.

Any **EBSCO** database (Academic Search Premier, Business Source Premier, etc) will have these options. The "Add to Folder" option is for you to save numerous items at once for a mass export or to your personal account.

*Need help you with APA citation style? The best free resource is the OWL at Purdue.  
<http://bit.ly/mVmB9J>*



Uniform over all databases will be your ability to either get full text **pdfs**, **html**, or to **Find it @ PSU**. Sometimes you will see all three.

Detailed Record

HTML Full Text

PDF Full Text (713KB)

Find It @ PSU

Here's an example from an EBSCO database that shows two different full-text options, and the option to find full-text elsewhere at PSU.

Citing Sources

*Full text database – a database that contains citations to literature as well as full-text of many of the cited articles.*

*A full-text database.*  
doi: 10.1177/004208169102600405

*Indexed database - a database that contains citations to articles, but not the full-text of articles. PAIS International is an example of an indexed database.*

**DOI** stands for “digital object identifier.” It’s a unique number that helps you identify any article that’s been made available electronically. Think of it as a social security number for articles.

### Find & Request

Your search did not match any available resource in the PSU Library.

[Request from Interlibrary Loan & Article Delivery](#)

If we don't have it, request it via interlibrary loan.

C

## Linking budgeting to results? Evidence about performance budgets in European municipalities based on a comparative analytical model

Bleyen, Pieter; Klimovský, Daniel; Bouckaert, Geert ; Reichard, Christoph. **Public Management Review**, Abingdon 19.7 (Aug 2017): 932-953.

### Full text options

Find It @ PSU

If a database does not have full text, you can use the Find it @ PSU button to track down an article

## Citing Sources

One of the best online tools that will help you cite your sources is the OWL @ Purdue University. <http://owl.english.purdue.edu/>



If you're going to be doing a lot of writing it might be beneficial to you to consider using **citation management tools**. They help you keep track of the articles you find, and even help you cite sources in your papers as well as your bibliographies.\

Mendeley is a free citation and pdf manager.



zotero

Zotero is a Firefox browser extension and a standalone product in beta.

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Check out our Cite Your Sources Guide ([guides.library.pdx.edu/cite](http://guides.library.pdx.edu/cite)) and our Manage Citations Guide ([guides.library.pdx.edu/managecitations](http://guides.library.pdx.edu/managecitations)) for more help.

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