

## How to use 360 Search, 360 Link and e-Journal Portal

**360 Search** is a federated search engine that allows you to search across all our online journal databases simultaneously (45- 50) by keyword, title, author and by type of database.

**360 Link** is a link resolver that works in tandem with **360 Search**. If one of our library databases doesn't have the journal or article you're looking for, 360 Link takes you to other databases here in the library that might have it.

**NB:** We strongly recommend that you do not use **360 Search** until you have first performed other searches with ATLA, JSTOR or some of the other individual databases. Once you have some specific keywords to use, or the exact article title or author name, then use **360 Search**—otherwise you'll get too many hits as well as non-relevant titles.

### **360 Search/360 Link– A Federated Search Engine with a link resolver**

- Several links are provided to get you to the 360 Search page. One is located on the library home page ([www.gtu.edu/library](http://www.gtu.edu/library)). A second link is located at the top of the “Electronic Resources” page, and a third link is located on the GRACE home page.
- Once you're on the search page, note the various options you have to begin your search. You may select Basic or Advanced Search (default is Advanced and Keyword). Note the dropdown menu choices.
- Also note something else: the default view is a list of all the databases enlisted in a search. There is a new category: “Search by Type of Database.” You can select individual databases within each of these categories or you can select all of them.
- If you have a very arcane topic, then you might want to select many or all of the databases. If your topic is more general, choose your databases individually or in a small group.
- Be fairly specific in the use of your search terms—remember this is a broad-based search engine.
- **Example:** Enter ‘russian religious icons’. Let's select “Journals: Full Text” found under ‘Search by Type of Database.’ You can include a specific year if you want to.
- See how the results page works itself up. Note the tabs on the left side in the clustered results by which you can sort: Topics, Date, Journals, Authors.

- You can see also the option to refine your search, and you can “filter” by Full-text and Peer-reviewed. If you find an article that sounds interesting click on the title to take you to the individual record.
- **Using 360 Link and getting to full-text articles:**
  - Please note:** Not all databases have 360 Link; if you don’t see the icon, you’ll have to search GRACE or Oskicat for the journal title in print
  - Using the keywords ‘russian religious icons’; click on the title ‘Shifting agency...’ which takes you to the full-text article.
  - Next choose the article title ‘Pictures at an exhibition...’ You’ll see the PDF icon, but if you select it, you’ll see that the article is not available to us in full-text. Go back one step, and select the 360 Link icon. You’re taken to another of our library databases which does have the full-text article.
  - Finally, select the title ‘Religious beliefs and ritual calendar...’ (second page). Click on the 360 Link icon. You are taken to a page which allows you to find the journal at the GTU or at UC Berkeley. Select ‘By title’ for the GRACE catalog, and you’ll see that the library doesn’t have that journal. Now select ‘By title’ for UCB Oskicat, and you’ll see that their library has the journal; however, it appears that the volume/year we want is not available at UC.
  - So, go back to the 360 Link page and click on ‘Submit a request’ by ‘Interlibrary loan.’ You’ll be taken to a library page where you can request an ILL online. When you submit the request, choose the ‘desktop email application’ option’ to send it.

**Remember:** In 360 Search you’ll be working with multiple, varying databases; it takes time to learn how to use each one, so be patient.

- In 360 Search, you can email or save marked records in your search results.
  - To email an article/citation: mark the record and select ‘Email’; select ‘HTML’ and fill in the boxes. Your email will have the full-text article if you click on the title
  - To save/export: mark record and select ‘Export/Save’; select ‘HTML’ then ‘Export’; go to the very top menu to ‘File’ and save page to your USB stick. **Note:** some of the individual databases will also allow you to save and email citations and full-text articles you want. Check out the options with each database.

### **e-Journal Portal**

The e-Journal Portal page is a way to locate which databases have a journal you’re looking for, and you can search for a journal in a variety of ways.

- To get to this page, there is a button on the library home page, and also a link at the top of the “Electronic Resources” page.

- Basically, the e-JP page is a way for you to:
  - 1) check to see if we have a specific journal and get to full-text articles if we do;
  - 2) look up an article if you already have a citation;
  - 3) browse by subject to see what journals we have in specific subject areas;
  - 4) use direct links to most of our online journal databases.
- **Example:** You can search by title ('Feminist Theology') to see which of our databases has this journal; you can also browse titles by letter.
- If you look at the database links, you'll see the coverage range of the journal, and you can click on the link to explore how the database operates (demonstrate with Ebsco EJS and Ebscohost Religion & Philosophy databases).
- You can also try a nifty link that might help you to locate an article: the **Citation Linker**. Enter a more complete citation here ("Passover Litany..." by Gardner in *Journal of Coptic Studies*, vol. 11; you'll be taken to the journal database where you can locate the article. Check out the other features of the 360 Link page here.
- You can search by subject heading (try History and Archaeology, Law, Politics, etc).
- You can search by database at the bottom of the page. Online journals are located in these databases. The names you see here are for the databases that contain specific journals. If you're looking for a particular journal title, it's much easier to use the search box at the top of the page to locate it.
- You can use these databases individually to initiate a search, as you can in 360 Search.

## Delivery Challenges

- **Please note:** With both 360 Search and e-Journal Portal, you are dealing with multiple databases, many of which have different formats. This often requires sitting down and spending time with a particular database to see what it does and doesn't offer.
- Some DBs will have a print only option; others will have the print option plus the option to save to a jump drive; others, like ATLA, offer a wider range of options for delivery.
- Don't forget that you can email and save/export records on the results pages of **360 Search**.