



Regis Library Nonprofit Management Tutorial

<http://www.regis.edu/library.asp?page=research.tutorials.mnm>

Welcome to the Regis library online Masters in Nonprofit Management (MNM) Tutorial. We'll begin with an overview of some library basics...

The library homepage URL: <http://www.regis.edu/library.htm>

Part 1

Let's start with the **Library Quick Links menu**, which can be found on left hand side of every page on the library website. Open the menu to view the following options:

- **Research by Subject:** access to the library subject guides. Don't know where to start your research? Check out the library subject guides
- **A-Z Database List:** list of all library databases. Provides quick access to a known resource.
- **Electronic Reserve:** access online reserves of course materials . Your instructor should provide you with a password if necessary. Contact the reference desk if you need help accessing the electronic reserves.
- **Loan Ranger:** the interlibrary loan service. Use Loan Ranger to request materials not available at Regis.
- **Locate a Journal:** search for specific articles, starting with the name of the journal.
- **Search Library Catalog:** search Lumen, the Regis Library catalog for books and more!
- **Search Prospector:** search 23 public and academic library catalogs for the books you need (**Colorado students only!**)

Part 2

Next, let's take a look at the Nonprofit Management guide! The library subject guides are the best place to start your research. The guides provide links to relevant databases, search boxes for the Lumen and Prospector catalogs, links to handouts and guides, and links to recommended web sites. Select **Research by Subject** then select the **Nonprofit Management** link. Each subject guide contains the following:

- An alphabetical list of relevant databases. Search the databases for articles, conference proceedings, and reports.
- Search boxes for the Lumen and Prospector Catalogs. Search Lumen for books available at the Regis Library. Colorado students can search Prospector and access books from 23 different libraries along the Front Range.
- Library handouts and guides. Click the link at the bottom of the section to view all handouts and guides from the library.
- Links to recommended web sites

Part 3

Let's search the Regis Library catalog, Lumen, for resources related to philanthropy.

1. Find the Lumen search box on the subject guide and enter the term: philanthropy. Click the Go! button to run the search. You will be directed to search results in the Lumen catalog. The default search is a **KEYWORD** search.

A **KEYWORD** search for "philanthropy" yields 177 results. In a keyword search, the term philanthropy can be found anywhere in the catalog record. (i.e. title, author, subject, notes, contents, etc.) Keywords searches are not very precise and generally yield too many results.

2. Let's try a **TITLE** search for the term "philanthropy". Open the search menu, select **TITLE**, and click the Search button.

There are 25 titles in the Lumen catalog that include the term "Philanthropy". A **TITLE** search can be more precise than a **KEYWORD** search, but what if the title does not specifically mention the search term? How can we find all materials related to philanthropy?

3. For best results, perform a **SUBJECT** search for your topic. Open the search menu, select **SUBJECT**, click the Search button. In some cases, you will be directed to use a different subject heading related to your topic. To view items in the catalog, click the highlighted and underlined subject heading. For example, select Charities to view the 14 items in the catalog.

A **SUBJECT** search is more precise than a **KEYWORD** or **TITLE** search. Each item in the catalog has been reviewed by a cataloger and relevant subject headings have been identified for each item. Identifying the subject headings used in the library catalog for your topic will allow you to perform better searches.

Part 4

You can also search Lumen to find journals held by the library. Select the **Journal Title** search. Enter the title "Chronicle of Philanthropy" in the search box and click the Submit Search button. Two catalog records appear for the journal The Chronicle of Philanthropy.

1. The first record listed is for the print and microfiche versions. The library maintains a current print subscription to this publication. The library also has older editions archived in Microfiche format.

Many journals maintain their own website which often require users to register or log-in for complete access to materials. Click the link in the catalog record to visit the publication's website. For this publication, the library has created its own account. Students in the Nonprofit Management program can obtain the account log-in information for this web site by contacting the reference desk: 303-458-4031 or 800-388 2366 x403 or library@regis.edu

2. The library also has access to this publication via the library subscription databases. Catalog record number two contains links to the databases that offer full text access.

Each database offers full text articles for different date ranges. Make sure to check the date of your article and select a database that provides access to the volume and issue you need.

Once you enter the database, use the menu on the right to drill down to your article, starting with the year the article was published. Alternatively, look for a link or search box that allows you search within the specified publication.

Paul Maynes is the librarian for Nonprofit Management studies. He can provide assistance with research related to this subject area.

Phone: 303-458-4917 or
800-388-2366 x4917

Email: pmaynes@regis.edu

Ask Us! – Click on Ask Us! from any of the library web pages to chat, e-mail, or contact a librarian for assistance.

Dayton Memorial Library Hours (call 303-458-4030 for summer hours):

Monday – Thursday:	7:30 a.m. - 10:00 p.m.
Friday:	8:00 a.m. - 6:00 p.m.
Saturday:	8:00 a.m. - 6:00 p.m.
Sunday:	12:30 p.m. - 9:00 p.m.

Reference Desk Hours (call 303-458-4031 for summer hours):

Monday – Thursday:	9:00 a.m. - 10:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	12:30 p.m. - 9:00 p.m.

Phone numbers

Reference	(303) 458-4031
Circulation	(303) 458-4030
Interlibrary Loan	(303) 458-4263
Media Services	(303) 458-4265
FAX	(303) 964-5497
Toll free	(800) 388-2366 (enter any 4 digit extension when prompted)

Information on all library services is also detailed on the Regis University Library's web pages at <http://www.regis.edu/library>. 08/10 PAB