Guide to Using LibGuides

The Lyman Beecher Brooks Library utilizes LibGuides as an added tool to build a knowledge base, organize course materials, create subject specific resources and share them with faculty, staff and students. Simply put, LibGuides will be either Subject guides, such as the Psychology LibGuide located at https://libguides.nsun.edu/psychology, Course guides like the English 102 LibGuide located at https://libguides.nsun.edu/eng102, Topic guides like the COVID-19 LibGuide https://libguides.nsun.edu/Coronavirus, or General Purpose guides like the Media Center LibGuide at https://libguides.nsun.edu/mediacenter.

There are many ways to access the Library’s LibGuides, and if you find one somewhere, give it a click. You never know what you may find. The reason that any LibGuide links are found where they are is due to their having some relevance to the material in front of you.

For the purposes of these instructions, you will want to access the LibGuides homepage at https://libguides.nsun.edu/. There, you will find an A-Z list of all of the LibGuides available at this time. Below, you will see an image of what this page should look like.
Guide to Using LibGuides

In the image above, take note of the various ways to navigate this page. Each of these are highlighted in yellow and numbered in the image, with detailed explanations to follow.

#1

These are your basic page navigation buttons. From the homepage, they really only do one thing. By selecting “Library” from the LibGuides homepage, it will take you to the Library’s homepage or library.nsu.edu.

Conversely, if you are on any other page within LibGuides, and you press “LibGuides Home,” it will take you to the LibGuides homepage.

As you navigate through various LibGuides, these selections will grow to include other options for navigating within a specific LibGuide. More on that to come later.

#2

This next area provides one of the two ways that you will find on this page that will sort and/or filter the various LibGuides. The page defaults to “All Guides,” but you are able to sort “By Subject,” “By Type,” or “By Owner” in addition to just viewing “All Guides.” The most helpful of these options is “By Subject.”

#3

Here we have the search box. Enter a search term and see what you can find. It searches by keyword search and looks for the term or terms you are searching throughout the entire text of each LibGuide. Truncated and Boolean searching will work to bring more precise search results. If you would like to learn more about these or other advanced searching techniques, please see the Advanced Library Research Techniques LibGuide at https://libguides.nsu.edu/Advanced_Library_Research_Techniques.
#4 Next we have another method of sorting the LibGuides. The default view is alphabetically, but as you can see in the image to the left, you can also sort by popularity determined by number of times viewed or you may also sort by most recently viewed. This can be helpful if you are looking for a LibGuide for a topic or subject, etc., that you know is viewed on a regular basis.

#5 Here is an example of a record for a LibGuide, in this case, it is the Basic Library Instruction LibGuide. You will notice that there are three areas that have been highlighted. The first of these is the actual link to the LibGuide. Clicking the link for the “Basic Library Instruction” LibGuide, will take you to the LibGuide itself. However, before we take a look at the actual LibGuide, take note of the other two highlighted areas above. The first of these shows when the LibGuide was most recently updated and the second shows how many times it has been viewed. In this particular example, the LibGuide was most recently updated on July 13, 2020 and has been viewed 341 times.

For the rest of the instructions, we will be looking at the Basic Library Instruction LibGuide. Before going into the parts of the LibGuide and how to navigate within it, it is important to note that there are many different ways in which to create, arrange and format a LibGuide. While the Lyman Beecher Brooks Library has standardized much of the look and feel of its own LibGuides, you may come across features while browsing LibGuides that are not represented in the Basic Library Instruction LibGuide. However, reviewing the basics here should prepare you to navigate your way through all of our other LibGuides.

On the next page, you will find images displaying the homepage of the Basic Library Instruction LibGuide that you can navigate to by following the link to https://libguides.nsu.edu/Basic_Library_Instruction.
Why should you use the library?

1. Not everything is on the Internet; there are many materials you won’t be able to find using a standard Google search.
2. Not everything on the internet is free; some materials (like journal articles) exist behind a paywall.
3. The internet is not very organized, but the library has Research Guides to direct you to the best resources.
4. There is no quality control on the internet.
5. Sources on the internet can be harder to locate or verify.
6. Library online resources are available 24/7.
7. The internet is a mile wide and an inch deep: there might be many websites about a topic, but they all have the same information. For a varied and more in-depth analysis, try some of the library’s books or article databases.
8. You’re already paying for the library through your tuition, so get your money’s worth.
9. Real live people can help you use our library.
Guide to Using LibGuides

Library / LibGuides Home / Basic Library Instruction / Introduction

#1 Just like on the LibGuides homepage, these are your basic page navigation buttons. In this case, the homepage is called “Introduction”. From the here you can select “Library” to return to the Library’s homepage at www.library.nsu.edu. Selecting LibGuides Home will bring you back to the LibGuides homepage, and so on.

As you navigate through various LibGuides, these selections will grow to include other options for navigating within the LibGuide.

#2 This next section will appear on every page within the LibGuide. It displays the title of the LibGuide, the title of the page in the LibGuide you are on and a brief description of the LibGuide. In this particular LibGuide, as you can see in the image, the title of this LibGuide is “Basic Library Instruction”. You are on the “Introduction” page, and the description reads as follows: “Resources to support your ideas, papers and projects: if you are viewing this guide, your professor has probably given you a research assignment specifying that you use scholarly, academic or peer reviewed journals. This guide explains all this and more.”

#3 Basic Library Instruction: Introduction

Resources to support your ideas, papers and projects: if you are viewing this guide, your professor has probably given you a research assignment specifying that you use scholarly, academic or peer reviewed journals. This guide explains all this and more.

Here we have the search box. The most important thing to remember here is that you are ONLY SEARCHING THIS GUIDE. Enter a search term, and see what you can find. It searches by keyword search and looks for the term or terms you are searching throughout the entire text of each LibGuide. Truncated and Boolean searching will work to bring more precise search results. If you would like to learn more about these or other advanced searching techniques, please see the Advanced Library Research Techniques LibGuide at https://libguides.nsu.edu/Advanced_Library_Research_Techniques.

#4
Guide to Using LibGuides

Here you will find the tabs. Your layout may look different, and certainly, different LibGuides have different tabs, but every NSU LibGuide will have tabs that look like the ones above. The tabs are the primary way to navigate within the LibGuide. As you move from tab to tab, the current tab will always be displayed next to the title of the LibGuide at the top of the page. Just click on a tab to see what’s inside.

#5 This is the section where all the information is. This is the part that will change the most as you navigate from tab to tab. It may look like this:

or this,

or this,

In addition to the information the LibGuides contain within their pages, they will most likely all have links in them that will take you to other places that may have the information you are looking for. They may also have embedded tools or media which would look like this:

or this.
Guide to Using LibGuides

Explore the information on all of the pages within the LibGuide’s tabs to see all it has to offer.

#6 This is the final section. It has a few important things to point out.
   a. First, you have the date that the LibGuide was last updated and the URL needed to navigate to the page that you are on.

   ![Last Updated: Jul 14, 2020 9:33 AM](https://libguides.nsu.edu/Basic_Library_Instruction)
   ![URL: https://libguides.nsu.edu/Basic_Library_Instruction](https://libguides.nsu.edu/Basic_Library_Instruction)

   b. Just below that, you will find the subject tags assigned to the LibGuide.

      **Tags:** academic journals, instruction, journals, popular magazines, research, scholarly journals

      If you click on any of these, it will take you to a listing of all of all of the instances of that subject tag within any of the Library’s LibGuides. For example if you click on the link that says “academic journals”, it will populate a list that looks like this:

   ![Print Page](https://libguides.nsu.edu/Basic_Library_Instruction)

   Moving from left to right, the next thing you will find is the “Print Page” button displayed here to the right. Pressing it should open your “print dialog box” which can be seen on the left.

   Remember to select the correct printer before printing!

   c. Lastly, we have two choices. The first one, “Login to LibApps” is for staff only. It’s where we go to create and edit these wonderful LibGuides for you. The second choice, “Report a Problem,” however, should launch a new
Guide to Using LibGuides
/email where you can explain your issue to the staff responsible for the LibGuide so that we can address the problem.