



LIBRARY HANDBOOK

Academic Year 2019-2020

Hellenic American University Library Handbook

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1. Library Presentation

The Hellenic American University Library is located on the fourth level of the Massalias 22 Building and is organized in five Sections. The Library of the Hellenic American University is a member of the Association of Greek Librarians and Information Scientists, a member of the International Federation of Library Associations and Institutions (IFLA) and the American Library Association (ALA). The Library is staffed with three librarians, who provide prompt and accurate information to the users.

The Hellenic American University Library organizes:

- Lectures, presentations of books and writers
- Visits and guided tours for Schools, Technological Educational Institutes and Universities
- Seminars and one-day conferences for educators and parents
- Contests on technological applications and innovations in the fields of Education and Art

Library sections are the:

Reference Section

The Reference Section incorporates printed material such as books, pamphlets, brochures, maps, etc., as well as electronic materials such as CD-ROMs, videocassettes, online sources, digital databases and Internet access. The material is organized in several categories such as Dictionaries (General and Specialized), Encyclopedias (General and Specialized), Bibliographies, Thesaurus, Business directories etc.

Lending Section

The Lending Section or the Circulation desk is responsible to register the new members of the Library, to administer their accounts, to inform the users of the procedures for borrowing materials, to provide general information about Library policies, collections and materials.

Journals and Newspapers Sections

The Journals and Newspapers Sections offer a collection of selected periodical in Greek and English in the field of:

- Arts
- Literature
- General Cultural
- Business – Economics

Note that Newspapers and Journals are for use in the library only.

Reading Room and Research Park

The Reading Room and Research Park is a spacious comfortable area that provides the appropriate facilities for reading or researching. Among the services offered in this section is a network of 16 PCs, and several workstations for public use.

2. Library Collections

The Hellenic American University Library maintains three major collections of materials.

The Main Collection

The Main Collection comprises books in Greek and English with emphasis on:

- Humanities
- The Arts
- Social Sciences
- Business
- Marketing – Management

The books of this collection are lent out to students and anyone meeting the borrowing right requirements.

The Special Collection

The Special collection includes books in Greek and English, mainly on art (rare or out-of-print editions) as well as reference books. The books of the Special Collection are not lent out. However, there is the possibility of producing a limited numbers of photocopies.

Reserved items (IR)

A particular collection of material is "Reserved Items". Reserved Items are books, chapters and articles that have been given to the library by University faculty for the use of the University students as part of their required trimester or class reading. All reserved items are located in a designated area near the Library Circulation desk.

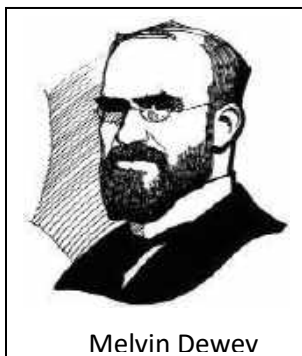
3. Library Classification

In the HAU Library all books (except for fiction and biographies) are numbered and grouped according to the Dewey Decimal Classification System. The Dewey Decimal Classification (DDC, also called the Dewey Decimal System) is a system of library classification developed by Melvin Dewey in 1876 when worked in the library of Amherst College in USA. Fiction Books are arranged in alphabetical order according to the last name of the author. If there are several books of the same author, these are further arranged alphabetically by the first word of the title of the book (not counting A, An or The). Special classification also applies to Biographies.

Apart from the aforementioned classification, to facilitate the identification of item categories, the HAU library uses "visual indicators" (symbols) to show in which collections or location the item belongs to. Indicators are again marked on the spine of a book. The following table summarizes the Visual Indicators along with their explanation.

INDICATORS	EXPLANATION
ALBUM	Album
DESK	Desk
GR	Books on Greece
GRC	Greek Classical Literature (in English)
INF	In Folio
R	References
SC	Special Collection
IR	Reserved Items
MBA	Books on MBA program
APX	Greek Classical Literature (in Greek)
ΠΕΡ	Magazines

Dewey Decimal Classification System (DDC)



The DDC attempts to organize all knowledge into ten main classes, each divided into 10 sub-categories, with each subcategory having 10 sub-divisions of its own. DDC's cleverness is in choosing decimals for its categories; this allows it to be both purely numerical and infinitely hierarchical. The DDC is called "Decimal", (from Latin "decem" meaning ten), because it refers to a number system based on 10. "Decimal" also refers to the "decimal point" which is used to establish more subtle distinctions-almost limitless subtle distinctions. The longer a number is, the more specific the subject is e.g., 788.86 is Accordions while 788.863 is Button Accordions.

Except for general works and fiction, works are classified principally by subject, with extensions for subject relationships, place, time or type of material, producing classification numbers of not less than three digits but otherwise of indeterminate length with a decimal point before the fourth digit, where present (e.g. 330 for economics + 94 for Europe = 330.94 European economy; 973 for United States + 005 form division for periodicals = 973.005, periodicals concerning the United States generally). Any letter should be read as preceding any number that might have occupied the same character position, so "330.94 A" would come before 330.943.

Main classes

000 Computers, information and general reference

100 Philosophy and psychology

200 Religion

300 Social sciences

400 Language

500 Science and mathematics

600 Technology

700 Arts and recreation

800 Literature

900 History and geography

Secondary classes

000 Computer science, knowledge & systems

010 Bibliography

020 Library & information science

030 Encyclopedias & books of facts

040 Not used

050 General serial publications

060 Organizations

070 Journalism, publishing, media

080 General collections

090 Manuscripts & rare books

100 Philosophy & Psychology

110 Metaphysics

120 Epistemology, causation, humankind

130 Paranormal phenomenon

140 Specific philosophical schools

150 Psychology

160 Logic

170 Ethics

180 Ancient, medieval, Oriental philosophy

190 Modern western philosophy

200 Religion

210 Philosophy & theory of religion

220 Bible

230 Christianity

240 Christian moral & devotional theology

250 Christian orders & local church

260 Social & ecclesiastical theology

270 History of Christianity & Christian sects

280 Christian denominations

290 Comparative religion & other religions

300 Social Sciences

310 Statistics

320 Political science

330 Economics

340 Law

350 Public administration & military science

360 Social problems & services

370 Education

380 Commerce, communications & transportation

390 Customs, etiquette, folklore

400 Language
410 Linguistics
420 English & Old English
430 Germanic
440 French
450 Italian, Romanian, Rhaeto-Romanic
460 Spanish & Portuguese
470 Latin
480 Greek
490 Other languages

500 Science
510 Math
520 Astronomy
530 Physics
540 Chemistry
550 Earth sciences (Rocks and Minerals)
560 Paleontology
570 Life sciences
580 Plants
590 Animals

600 Technology & Applied Sciences
610 Medicine & health
620 Engineering
630 Agriculture
640 Home & family management
650 Management & public relations
660 Chemical engineering
670 Manufacturing
680 Manufacture for specific uses
690 Building

700 Arts
710 Civic & landscape art
720 Architecture
730 Sculpture, ceramics & metalwork
740 Drawing & decorative art
750 Painting
760 Graphic arts
770 Photography & computer art
780 Music
790 Sports, games & entertainment

800 Literature, rhetoric & criticism
810 American
820 English & Old English
830 Germanic
840 French
850 Italian, Romanian
860 Spanish, Portuguese
870 Latin
880 Greek
890 Other literatures

900 History
910 Geography, travel
920 Biography, genealogy, insignia
930 Ancient world
940 Europe
950 Asia
960 Africa
970 North America
980 South America
990 Other areas

4. Accessing HAUniv Library Catalogue

Hellenic American University Library has a computerized online catalog of all the available materials which is called Online Public Access Catalog or OPAC. This catalogue can be accessed by several computer terminals within the library, or via the Internet. The OPAC is accessible through the following Internet address:

<http://library.hau.gr>

The entry page of the HAU Library is presented which enables the user to select the language of the user interface of the catalogue:

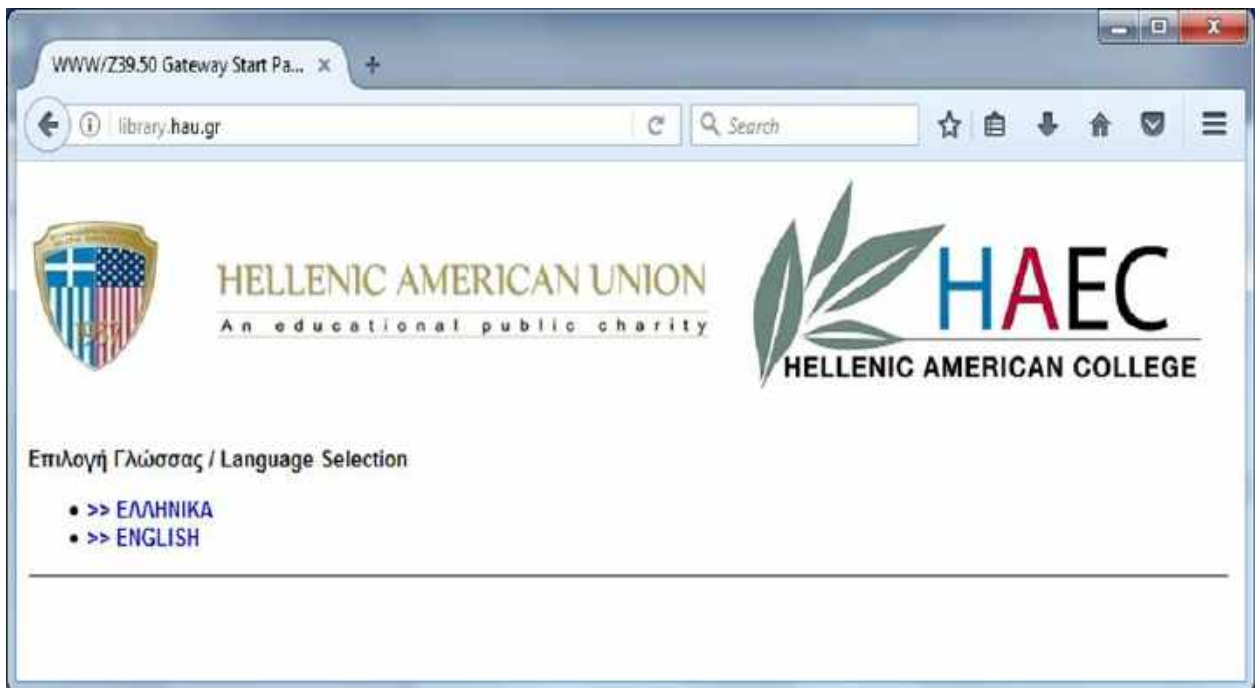


Figure 1: Library Catalog Entry Page

When selecting English as the language of preference the following page is presented:

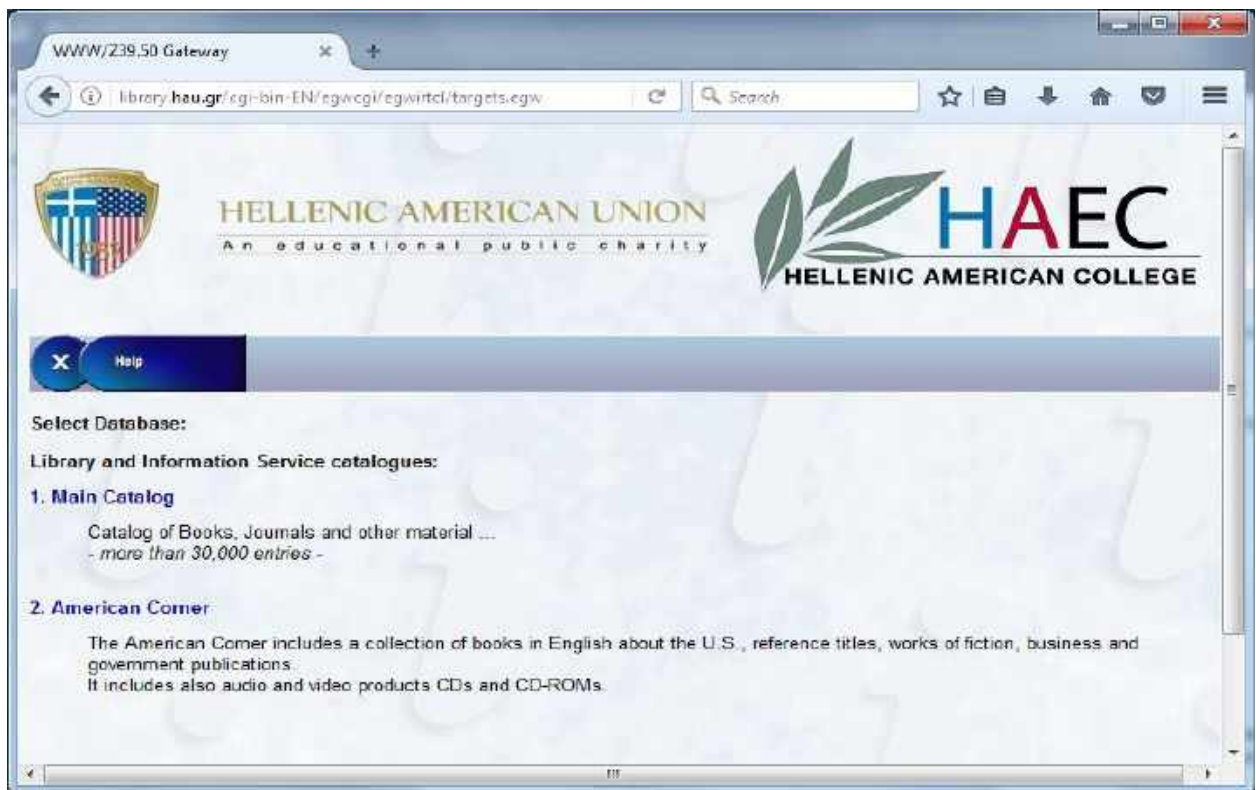




Figure 2: Library Catalogues

The WEBOPAC catalog contains the indices of books located in the Reference Section and the books located in the American Corner. Selecting the Main Catalogue in the previous page, the search page is loaded:

Figure 3: Search page

WWW/Z39.50 Gateway Query F...
library.hau.gr/cgi-bin-EN/egwqg/Z39.50/query.egw/-1+192.168.0.1
Search

 **HELLENIC AMERICAN UNION**
An educational public charity

 **HAEC**
HELLENIC AMERICAN COLLEGE

X **Select Data Base** **View Search History** **Help**

Search for records in

1. Main Catalog
Catalog of Books, Journals and other material ...
- more than 30,000 entries -
Fill in this search form:

Anywhere And
Anywhere And
Anywhere

Search

Number of records to display in the result set list: 10

[Exit] [Select Database] [View Search History] [Help]

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By changing fields' selection list someone can search library catalog by author's name, book title, Title-series, Publisher, Date, Publication, ISBN, ISSN, Subject, etc.

WWW/Z39.50 Gateway Query F...
library.hau.gr/cgi-bin-EN/egwqg/Z39.50/query.egw/-1+192.168.0.1
Search

 **HELLENIC AMERICAN UNION**
An educational public charity

 **HAEC**
HELLENIC AMERICAN COLLEGE

X **Select Data Base** **View Search History** **Help**

Search for records in

1. Main Catalog
Catalog of Books, Journals and other material ...
- more than 30,000 entries -
Fill in this search form:

Anywhere
Title
Title-series
Author
Subject
Publisher
ISBN-ISSN
Date-publication
Publication-Place
Code-language
Notes
ISBN-ISSN
Classification-Dewey

Anywhere And
And

play in the result set list: 10

base] [View Search History] [Help]

Figure 4: Available Search Fields

Apart from searching for a specific author or title, it is possible to combine more keywords using logical operators like AND, NOT and OR. Logical operators serve to connect statements into more complicated compound statements or in this case search attempts.

WWW/23830 Gateway Query F...
Library: hsu.gr/cgi-bin/EN/engcgi/27630/query.cgi?3=2621668.184-210/ADVANCE

HELLENIC AMERICAN UNION
AN EDUCATIONAL PUBLIC CHARITY

HAEC
HELLENIC AMERICAN COLLEGE

X Select Database View Saved Records View Search History Help

Search for records in
1. Main Catalog
Catalog of Books, Journals and other material ...
more than 30,000 entries
Fill in this search form:

Author Title Anywhere Or And And Not

Search

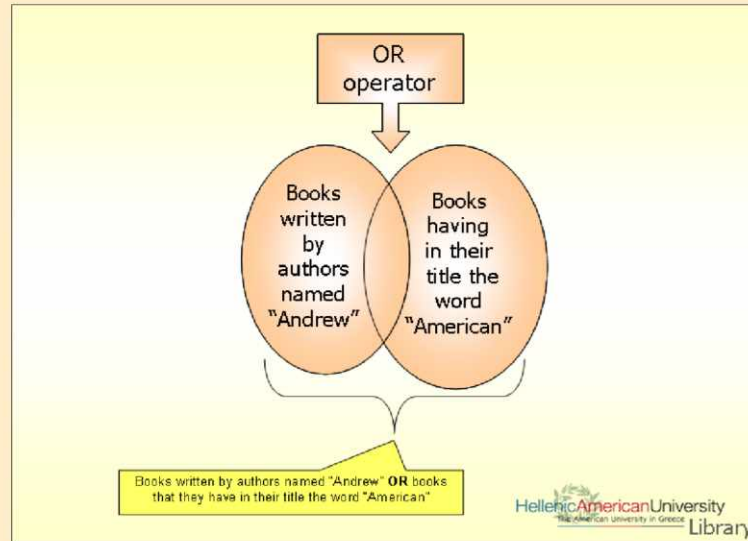
Number of records to display in the result set list: 10

[Exit] [Select Database] [View Saved Records] [View Search History] [Help]

ELIOTC Systems & Services

Example [OR Operator]

A compound query could be written in such a way to search for authors with the name "Andrew" (first name or surname) or books which title contains the word "American":



In this query, all books that contain at least one of the search terms ("Andrew", "American") will be retrieved. In other words, books will be retrieved written by authors whose first or surname contains the word "Andrew", books having in their title the word "American" and books that are written by authors named "Andrew" and have in their title the word "American".

Running the query with the specific terms in the HAU Library cataloguing system the following results will be found:

Terms	Results
Author name contains "Andrew"	79
Title contains "American"	776
Author name contains "Andrew" OR Title contains "American"	848

The query found 848 books, which is less than 855 which is the sum of the books having author named "Andrew" and books having in their title the word "American". The difference in these numbers occurs because there are 7 books that contain both terms searched in the respective fields.

In conclusion, OR logical operator collates the results to retrieve all the unique books containing the first term, the second term, or both terms specified.

[AND Operator]

A compound query could be written in such a way to search for authors with the name "Andrew" (first name or surname) and books which title contains the word "American":



In this query, only the books that contain both search terms ("Andrew", "American") will be retrieved. In other words, will be retrieved only books written by authors who's first or surname contains the word "Andrew" and have in their title the word "American".

Running the query with the specific terms in the HAU Library cataloguing system the following results will be found:

Terms	Results
Author name contains "Andrew"	79
Title contains "American"	776
Author name contains "Andrew" AND Title contains "American"	7

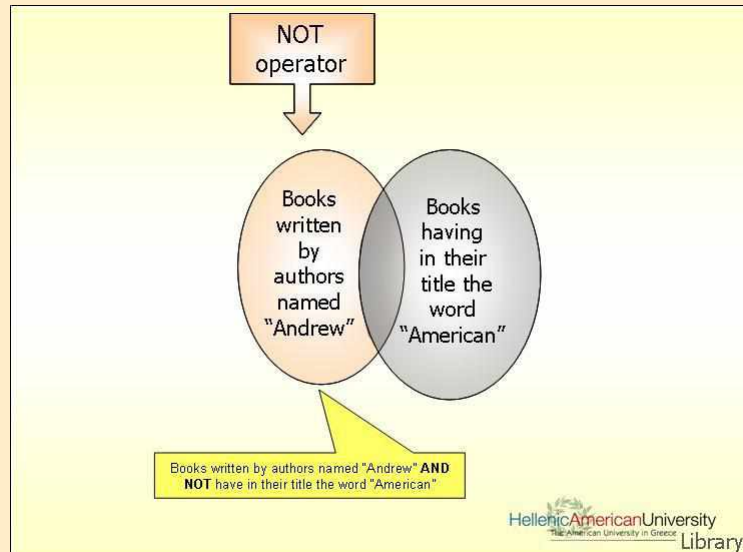
The query found 7 books which attributes include both search terms; their author's name contains the term "Andrew" and their title the word "American". Since the results should contain both terms, the number of the books found should be equal or less than the least number of results for each term, namely 7 should be less than the Minimum of 79 and 776 which is true.

Adding more terms in the query the number of results is lessened and it may become zero for a large number of terms. Therefore, when using AND operator the terms searched should be selected carefully.

In conclusion, AND logical operator restricts the results to all the unique books containing both terms specified.

[NOT Operator]

A compound query could be written in such a way to search for authors with the name "Andrew" (first name or surname) excluding books which title contains the word "American":



In this query, only the books that contain search term "Andrew" in their author's name and not the term "American" in their titles will be retrieved. In other words, only books written by authors whose first or surname contains the word "Andrew" and do not have in their title the word "American" will be retrieved.

Running the query with the specific terms in the HAU Library cataloguing system the following results will be found:

Terms	Results
Author name contains "Andrew"	79
Title contains "American"	776
Author name contains "Andrew" AND Title contains "American"	7
Author name contains "Andrew" AND NOT Title contains "American"	72

The query found 72 books whose attributes contain the first term and do not contain the second term; their author's name contains the term "Andrew" and their title does not contain the word "American". Since the results should contain the first term and should not contain the second, the number of the books found should be the difference of the books whose author's name contains "Andrew" minus the books whose attributes contain both terms, namely 79 minus 7 books that contain both search terms should be equal to 72 which is true.

In case, more terms have been selected the results should be reduced since NOT excludes the results satisfying the condition posed by the search term.

In conclusion, NOT logical operator excludes books containing the terms specified.

Example [Book Record]

When selecting a book title from the result list, the book record is presented with several details like book title, authors, publishers, physical description, ISBN, language, Dewey classification, subject keywords, physical location and availability. Additional options are available for saving current record, view next or previous record, perform new search query etc.

Knowing all book details, it is easy to find it in the physical location since Dewey classification can lead to the appropriate self in the bookcase and then the title or the authors of the book can lead to the book itself. Book status also helps to understand whether the book is lent.

Record 4 of 23 in database: Mono Catalog
Results of: Author=Steinbeck John

Author	Steinbeck, John E., 1902-1968
Title	Of mice and men / John Steinbeck
Publication	New York : Viking, 1986
Physical Description	307 p., 21 cm.
ISBN	0-670-52071-5
Language of text	English
Dewey	F
Subject	Αμερικανικό μυθιστόρημα American fiction

Location: HAU LIBRARY Call. No: F 0311 Copy: 1 Status: ON SHLF

[Exit](#) [Previous](#) [Next](#) [Display MARC](#) [Current Search Results](#) [View Saved Records](#) [New Search Query](#)
[Select Database](#) [Help](#)

ELDOC Systems & Services

5. Digital Libraries

A digital library is a library in which a significant proportion of the resources are available in electronic format (as opposed to print or microform), accessible by means of computers. The digital content may be locally held or accessed remotely via computer networks¹. Digital libraries provide students with unlimited resources of knowledge extending and enhancing the physical library of a University. There are several advantages of digital over physical libraries:

Advantages

- No physical boundary. Digital library users can access the library resources from all over the world without having physical presence in the library as long as an Internet connection is available.
- Continuous availability. Digital libraries are accessible any time without restrictions stemming from time zone differences, staff availability etc.
- Multiple accesses. The same resources can be used at the same time by a number of users.
- Structured approach. Digital library provides access to much richer content in a more structured manner, i.e. an information resource can be reached firstly in the electronic catalogue then in the particular book that it is published and finally in the specific chapter that it is contained and so on.
- Information retrieval. Alternative search mechanisms are available to search any term that the user wants in the entire collection of resources. The results of the search query provide immediate access to the desired resource.
- Preservation and conservation. The resource is stored in a digital form that can be preserved without deterioration in quality no matter how many times it is accessed.
- Space. Whereas traditional libraries are limited by storage space, digital libraries have the potential to store much more information, simply because digital information requires very little physical space to be stored.
- Networking. A particular digital library can integrate its content with any other digital library providing a seamlessly connection to all resources over a network.
- Cost. The cost of maintaining a digital library is usually lower than that of a traditional library since a traditional library must spend large amount of money for staff, book maintains, rent, and additional books. Digital libraries on the other hand incur large costs for the conversion of print materials into digital format, and for the costs of maintaining online access (i.e. servers, bandwidth costs, etc.).

Disadvantages

- Unfamiliar format. Resources in digital libraries are preserved in a non-printed format and are accessed through a computer and this may not be convenient to many people.
- Copyright. Since electronic content can be access by several people at the same time, some people claim that the copyright laws are violated since the traditional format of a resource could be used by just one person at a time.

¹ Most definitions in this section are based on the content of the free online encyclopedia Wikipedia accessed through the http://en.wikipedia.org/wiki/Main_Page

- Bandwidth. Since digitized documents are usually large, digital library access requires large bandwidth to download a document.
- High initial cost. The infrastructure cost of digital library i.e. the cost of hardware, software; leasing communication circuit is generally very high.
- Efficiency. With the much larger volume of digital information, finding the right material for a specific task becomes increasingly difficult.
- Environment. Digital libraries cannot reproduce the environment of a traditional library.
- Preservation. Due to technological developments, a digital library can rapidly become out-of-date and its data may become inaccessible.

Hellenic American University is registered to several on-line digital libraries covering a wide range of scientific domains. The following sections provide a brief description of the available digital library subscriptions as well as instructions and examples of use.

Connecting to the online libraries

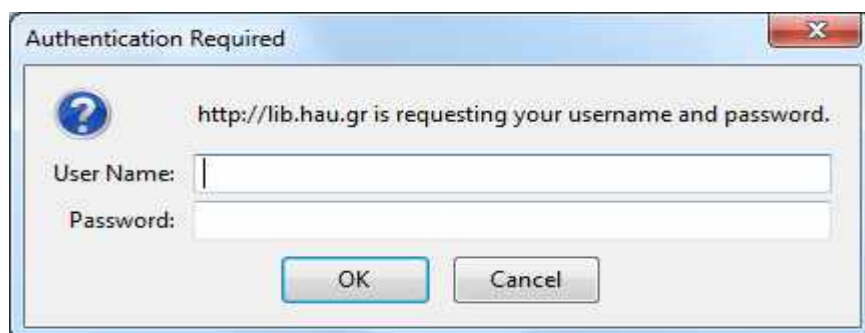
You can access all online resources either from inside the University's network, either from outside. When you are located inside campus you can reach all resources, through the University's website (<http://www.hauniv.edu> , <http://www.haec.gr/el/>). If you are located **outside** the campus you have to visit:

<http://lib.hau.gr>

You will be asked to enter your credentials. These are the online resources username and password you were given during your registration.

Username: labs\your personal username

Password: LABS password



Note: If you don't remember your username and/or password contact Techsupport (techsupport@hauniv.edu) and they will help you retrieve them.

EBSCOHost

EBSCOHost is a gateway (interface) to several online databases with representative content from various scientific disciplines. The EBSCOHost is accessible over the Internet through the HAUniv premises, navigating to the Library's web page in the University's Website and through any computer or mobile device connected to the Internet through <http://lib.hau.gr> , provided that the user is authorized (with LABS credentials).

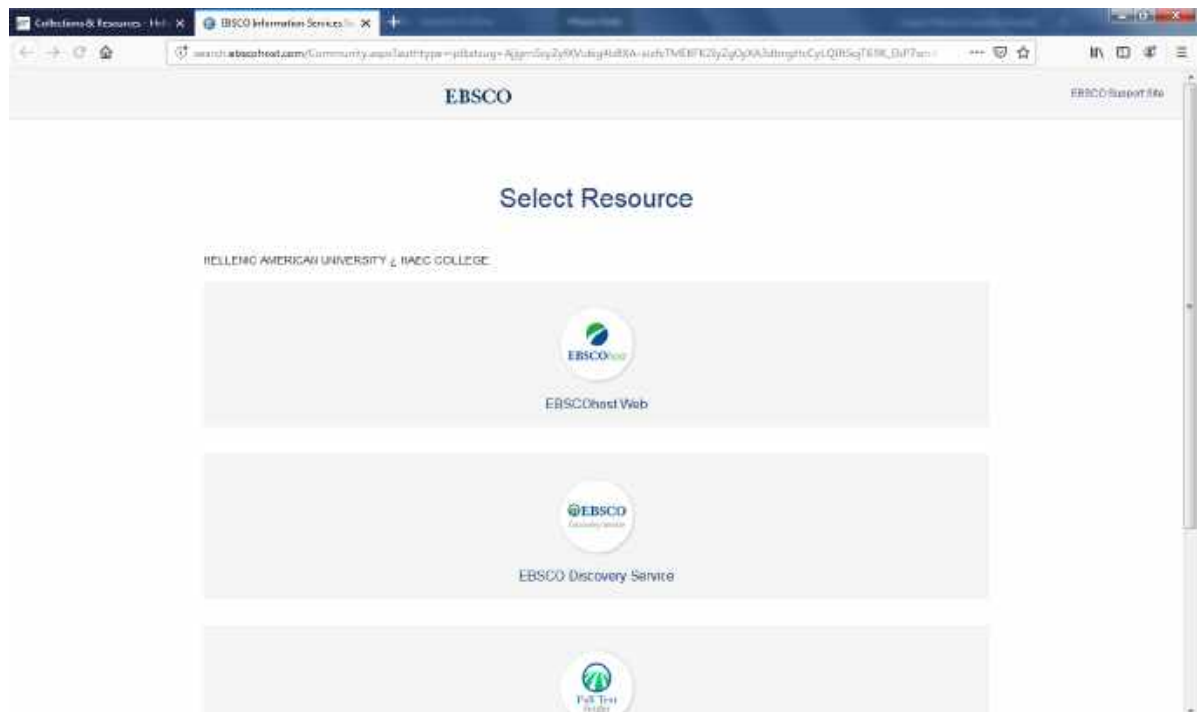


Figure 20: EBSCOHost initial page

The databases that HAUniv is currently subscribed are:

- **Academic Search Complete**

Academic Search Complete, designed specifically for academic institutions, is the world's largest scholarly, multi-disciplinary full text database containing full text with more than 5,990 full-text periodicals, including more than 5,030 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 9,990 journals and a total of more than 10,400 publications including monographs, reports, conference proceedings, etc. This scholarly collection offers information in nearly every area of academic study including: computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, and

many more. Academic Search Complete is an enormous collection of the most valuable peer-reviewed full text journals, offering critical information from many sources unique to this database.

- **Business Source Complete**

This is the world's definitive scholarly business database, providing the ultimate collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back to 1886 are included. In addition to the searchable cited references provided for more than 1,200 journals, Business Source Complete contains detailed author profiles for the 20,000 most-cited authors in the database. Journal ranking studies reveal that Business Source Complete is the overwhelmingly superior database for full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.

- **Regional Business News**

This database provides comprehensive full text coverage for regional business publications. It incorporates coverage of 75 business journals, newspapers and newswires from all USA areas. Included in this database are Arizona Business, Business North Carolina, Crain's New York Business (and other Crain Communications editions), Des Moines Business Record, Enterprise Salt Lake City, Fort Worth Business Press, Orange County Business Journal, Westchester County Business Journal, etc. It is also updated daily.

- **Psychology and Behavioral Sciences Collection**

This Collection is a comprehensive database providing nearly 600 full text publications, including 550 peer-reviewed journals. The database covers topics such as emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational and experimental methods. In addition to the full text, indexing and abstracts are provided for all journals in the collection.

- **International Bibliography of Theatre & Dance with Full Text**

This database is the definitive research tool for the study of theatre and the performing arts. This database was initiated by the American Society for Theatre Research, and since 1984, the Theatre Research Data Center (TRDC) at Brooklyn College has published 14 volumes of the IBTD. These volumes comprise a fully indexed, cross-referenced and annotated databank of over 60,000 journal articles, books, book chapters and dissertation abstracts on all aspects of theatre and performance in 126 countries. International Bibliography of Theatre & Dance with Full Text contains more than 490 full-text titles, including more than 170 full-text journals, and more than 360 full-text books & monographs.

- **PsycINFO**

A database that provides access to international literature in psychology and related disciplines. Unrivaled in its depth of psychological coverage and respected worldwide for its high quality, the database is enriched with literature from an array of disciplines related to psychology such as psychiatry, education, business, medicine, nursing, pharmacology, law, linguistics, and social work. Nearly all records contain nonevaluative summaries, and all records from 1967 to the present are indexed using the Thesaurus of Psychological Index Terms.

- **PsycARTICLES**

A database of full-text articles from most of the 63 journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe & Huber. The database includes all material from the print journals.

- **PsycBOOKS**

PsycBOOKS® from the American Psychological Association (APA), includes over 38,000 chapters in PDF from over 2,500 books, published by the APA and other distinguished publishers, and includes digitized content of historical significance from the Archives of the History of American Psychology (AHAP) collection. It also contains over 1,600 classic books of landmark historical impact in psychology dating from the 1600s, and the exclusive electronic release of more than 1,500 authored entries from APA/Oxford University Press Encyclopedia of Psychology.

- **PsycTESTS**

PsycTESTS®, produced by the American Psychological Association (APA), serves as a repository for a growing selection of psychological tests and measures, including thousands of actual test instruments and test items that are available for immediate download and use in research and teaching. International in scope, PsycTESTS® also provides access to an increasing number of tests that are available in languages other than English. PsycTESTS® is an authoritative source of structured information about tests of relevance to psychologists and professionals in related fields such as psychiatry, management, business, education, social science, neuroscience, law, medicine, and social work. While focused on contemporary instances of test use, coverage spans more than a century.

- **SocINDEX with Full Text**

SocINDEX with Full Text is a comprehensive and highest quality sociology research database. Its extensive scope and content provide users with a wealth of extremely useful information encompassing the broad spectrum of sociological study, encompassing all sub-disciplines and closely related areas of study. The database features more than 1,986,000 records with subject headings from a 19,600-term sociological thesaurus designed by subject experts and expert lexicographers. This product also contains informative abstracts for more than 1,130 "core" coverage journals dating as far back as 1895. In addition, this file provides data mined from more than 430 "priority" coverage journals as well as from over 2,800 "selective" coverage journals. Further, extensive indexing for books/monographs, conference papers, and other content sources is included. Searchable cited references are also provided.

- **ERIC**

ERIC, the Educational Resource Information Center, provides access to education literature and resources. The database provides access to information from journals included in the Current Index of Journals in Education and Resources in Education Index. ERIC provides full text of more than 224,000 digests along with references for additional information and citations and abstracts from over 1,243,000 educational and education related journals.

- **Library, Information Science & Technology Abstracts**

LISTA indexes more than 500 core journals, more than 50 priority journals, and 125 selective journals; plus, books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

- **GreenFILE**

GreenFILE offers well-researched information covering all aspects of human impact to the environment (global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more). The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

- **Teacher Reference Center**

Teacher Reference Center provides indexing and abstracts for 280 of the most popular teacher and administrator journals and magazines to assist professional educators.

- **Humanities International Complete**

This database provides full text of hundreds of journals, books and other published sources from around the world. Produced by Whitston Publishing (an imprint of EBSCO Publishing), this database includes all data from Humanities International Index (more than 2,300 journals and more than 2.9 million records) plus unique full text content, much of which is not found in other databases. The database includes full text for more than 1,200 journals.

- **American Doctoral Dissertations**

American Doctoral Dissertations, is an open-access database built to assist researchers in locating both historic and contemporary dissertations and theses. Created with the generous support of the H. W. Wilson Foundation and the Congregational Library & Archives in Boston, it incorporates EBSCO's previously released American Doctoral Dissertations, 1933-1955, and features additional dissertation metadata contributed by select American colleges and universities. Providing researchers with citations to graduate research across a broad span of time, from the early 20th century to the present, this database will continue to grow through regular updates and new partnerships with graduate degree-granting institutions. The subset of this database, American Doctoral Dissertations, 1933-1955, provides electronic access to the only comprehensive record of dissertations completed during that time period, the print index Doctoral Dissertations Accepted by American Universities. Containing twenty-two years of dissertation research and amounting to nearly 100,000 citations, this index was compiled annually for the National Research Council and The American Council of Learned Societies by the Association of Research Libraries. It was published by the H. W. Wilson Company.

- **European Views of the Americas: 1493 to 1750**

This new bibliographic database is a valuable index for libraries, scholars and individuals interested in European works that relate to the Americas. EBSCO Publishing, in cooperation with the John Carter Brown Library, has created this resource from "European Americana: A Chronological Guide to Works Printed In Europe Relating to The Americas, 1493-1750," the authoritative bibliography that is well-known and respected by scholars worldwide. The database contains more than 32,000 entries and is a comprehensive guide to printed records about the Americas written in Europe before 1750.

Connecting to the EBSCO database inside University premises is possible either by navigating to the Library's web page in the University's Website or by typing in any computer connected to the University network the following Internet address:

- **eBook Academic Collection (EBSCOhost)**

This growing subscription package contains a large selection of multidisciplinary eBook titles representing a broad range of academic subject matter, and is a strong complement for any academic collection. The breadth of information available through this package ensures that users will have access to information relevant to their research needs.

- **eBook Collection (EBSCOhost)**

Search and view the full text of eBooks.

- **EBSCO eClassics Collection (EBSCOhost)**

Search and view the full text of eBooks.

- **MEDLINE**

MEDLINE provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, MEDLINE uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 5,400 current biomedical journals.

- **OpenDissertations**

An open-access database built to assist researchers in locating both historic and contemporary dissertations and theses. Created with the generous support of the H.W. Wilson Foundation and the Congregational Library & Archives in Boston, it incorporates EBSCO's previously released American Doctoral Dissertations, and features additional dissertation metadata contributed by select colleges and universities from around the world. Providing researchers with citations to graduate research across a span of time, from the early 20th century to the present, this database will continue to grow through regular updates and new partnerships with graduate degree-granting institutions.

- **MLA Directory of Periodicals**

The *MLA Directory of Periodicals*, produced by the Modern Language Association (MLA), provides detailed information on thousands of journals and book series in the fields of literature, language, linguistics, film, rhetoric and composition, and folklore. Entries cover publication details, contact information, submission requirements and editorial policies, subscription terms, electronic availability and advertising, and useful statistics such as circulation, average number of articles submitted and published, time from submission to decision, and time from decision to publication. All periodicals and book series indexed in the MLA International Bibliography are listed in the directory.

- **MLA International Bibliography with Full Text**

The *MLA International Bibliography with Full Text* combines the definitive index for the study of language, literature, linguistics, rhetoric and composition, folklore, and film with full text for more than 1,000 journals, including many of the leading publications in these fields. Produced by the Modern Language Association (MLA) and international in scope, the bibliography covers scholarly publications from the early 20th century to the present, including journal articles, books, articles in books, series, translations, scholarly editions, websites, and dissertations. The database also includes the MLA Directory of Periodicals and the MLA Thesaurus, a proprietary, searchable collection of thousands of subject terms, and personal names used in indexing the bibliography.

The Entry Page of the EBSCOHost databases is presented:

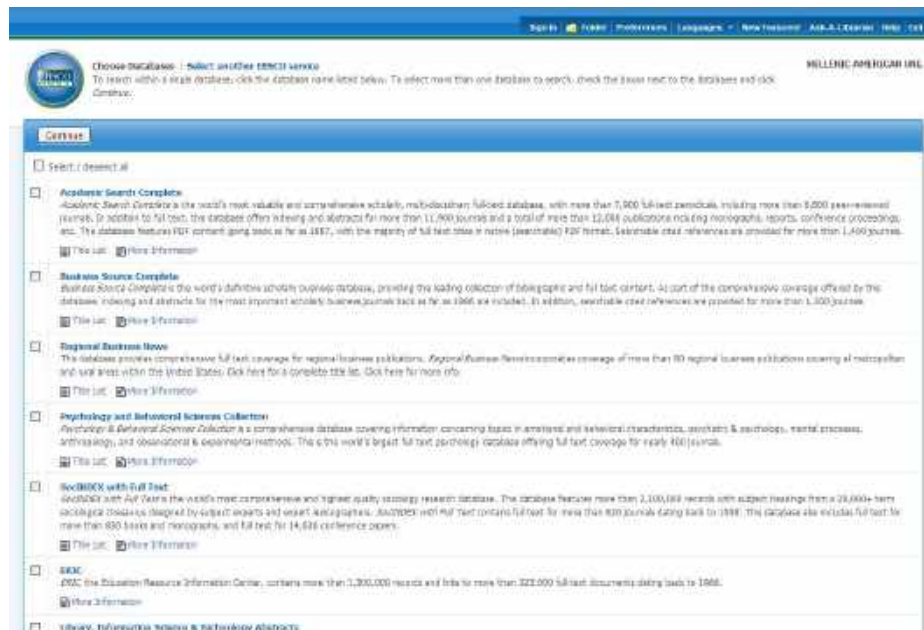


Figure 21: EBSCOHost Database Selection Screen

From this screen, it is possible to select the database or the databases that will be searched. By clicking the check box in the left of each title the specific database is selected and will be searched. By clicking the checkmark, it is possible to unselect a selected database. When all the required databases are selected the "Continue" button should be clicked to navigate in the search screen. Alternatively, if just one database should be searched, it is possible to click on the specific title and navigate to the search screen. Other options are available for each database, such as the list of sources by clicking the "Title List" link or other information about that database selecting the "More Information" link. More specifically, selecting this link someone can access information, about the database, searching tips, searchable fields, see definitions of fields, copyright and restrictions of use, etc.

It is possible to return to this screen by clicking in a later stage the "Choose Databases" link where the selected databases are displayed.

Having selected the required databases and clicking "Continue" button the Basic Search Screen is presented as illustrated in the following figure.

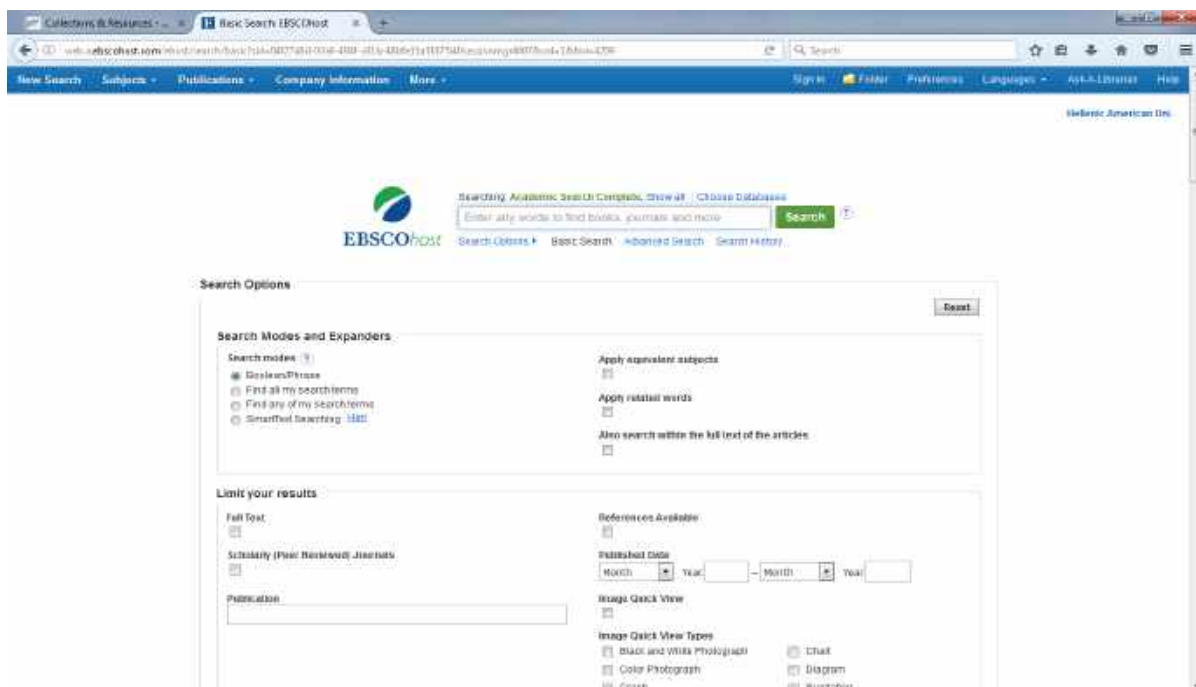


Figure 22: EBSCOhost Basic Search Screen

This screen contains a single search text box for entering search terms. The search buttons initiate the search process while the clear button erases the search terms from the search textbox. Above search textbox, the databases that have been selected to be searched are presented and the "Choose Databases" link. The lower part of the screen offers limiters and expanders to refine the search criteria in a particular database according to the fields that this database offers. After clicking Search button, EBSCOhost searches the selected databases for results containing the specified terms taking into account at the same time any criteria that may have been entered.

Other options found on this screen include:

Link	Description
Search Options	Hides/unhides the search options and search criteria
Advanced Search	Selecting this link will display the advanced search screen
Visual Search	Enables graphical presentation of the results of a search
Choose Databases	Selecting this link will display the database selection screen
Search History/Alerts	Display the previously searched terms
Preferences	Shows options for customizing the display of the results
Ask-A-Librarian	Allows to post a message regarding a search session to a Librarian

New features	Displays the new features of the EBSCOHost website
Folders	Allows saving results from previous search sessions
Help	Displays structured help information about the EBSCOHost platform
Exit	Redirects to the EBSCO website

The Advanced Search link of the previous screen navigates to the EBSCOHost Advanced Search Screen.

Figure 23: EBSCOHost Advanced Search Screen

Advanced Search Screen allows the user to perform complicated search queries using search terms combined with logical operators or to define field codes for searching specific metadata fields. Thus, the user can write a two-letter field code before the search term in order to search in a specific field, e.g. AU Smith to search in authors field and combine other terms by logical operators e.g. AND, OR.

The "Refine Search" area allows the user to narrow search results by limiting the results to e.g. full text articles or to expand the results searching related words.

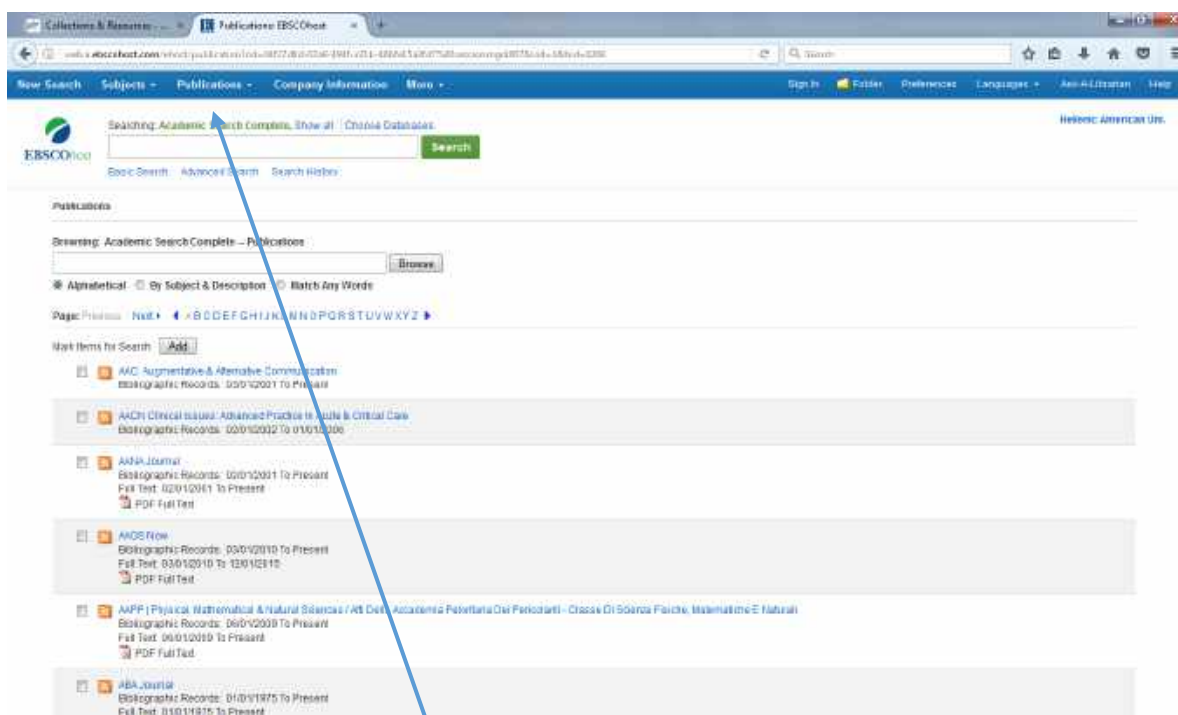


Figure 24: Searching List of Publications

EBSCOhost offers also the possibility to browse the list of publications and find a specific article in a specific volume or to search the cited references of an article. To enable such options, a **single** database should be selected in the "Publications" link at the top of the page. The available options displayed at the top of the page vary according to the database selected and may include "Keyword", "Subjects", "Publications", "Images" and "More". These options allow users to differentiate their searches according to their individual needs.

The following table provides a short description of the options that may appear in the toolbar depending on the selected database:

Option	Description
Keyword	The default search option enabling users to use search terms and logical operators
Subjects	The Subjects option is a controlled vocabulary of business terms that assists in more effectively searching the database and is drawn from the subjects assigned to each record; therefore, all terms will provide links to pertinent records
Publications	Publications' option is a listing of journals included in the database which provides flexibility in searching. As an alternative to the keyword search mode, enables the user to search by journal title and to combine one or more terms to create more defined searches
Images	This option allows users to search image collections of a database for specific keywords

Thesaurus	The Thesaurus option enables users to search in an extensive alphabetical list of terms encompassing a wide range of topical subjects
Indexes	Index browsing allows the user to view all values that occur in specified fields in a database, along with corresponding hit counts
Cited References	Reference browsing allows users to extend a search beyond the initial result list to records that are cited by an article. These citation records can be accessed through an article's "References" link, or through the References search screen
Author Profiles	Allows browsing or searching for the profile of a specific author
Company Profiles	Allows browsing or searching for the profile of a specific company

The following examples provide alternative search techniques exploiting the differentiations of each database.

Ebook Central

Ebook Central is an online collection of more than more than a million full-text e-books and other authoritative content. This collection spans all the major subject disciplines and can be searched using keywords, author name, title, etc. In addition, browsing is available via subject heading. Subjects covered are Business, Marketing, Economics, Computers and Information Technology, Education, Engineering and Technology, Health, Biomedical and Clinical Sciences, History and Humanities, Life and Physical Science, and Social and Behavioral Sciences.

Ebook Central is accessible over the Internet through the HAUniv premises, navigating to the Library's web page in the University's Website and through any computer or mobile device connected to the Internet through <http://lib.hau.gr> , provided that the user is authorized (with LABS credentials).

The Entry Page of the Ebook Central database is presented:

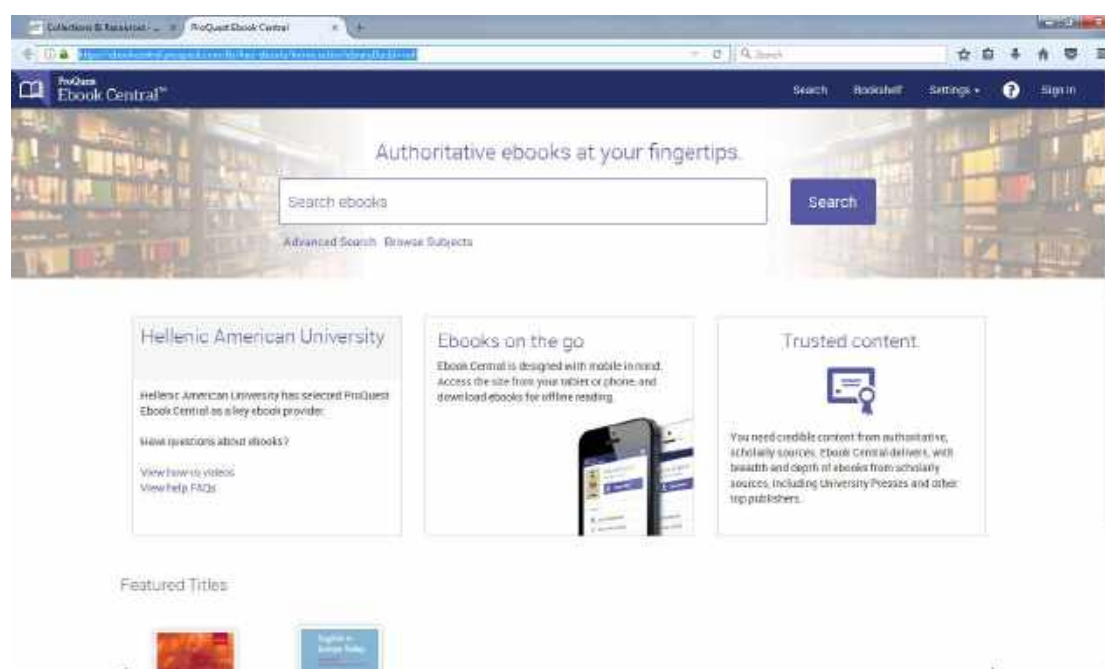


Figure 25: ebook Central database Initial Page

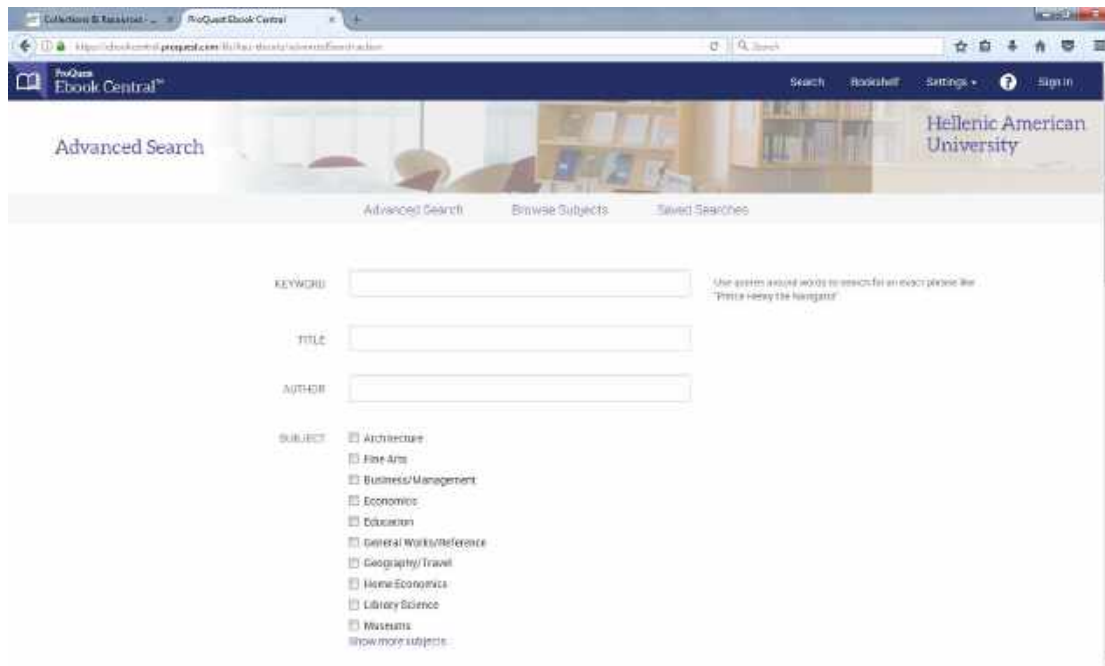


Figure 27: ebook Central Search Options

- Simple (default): requires keywords to search the full-text of all books. This means that as long as the keyword appears anywhere within the full-text of a book, it will be returned in the results.
- Advanced: requires specifying the field(s) to search (text, subject, title, author, and publisher). Two boxes are provided for searching two different fields (for example author and title). This option is used for searching a specific author or title, or to target the search to a specific field rather than the full-text.

In addition, Ebook Central supports the creation of a personal bookshelf for storing the most favorite books.

It's easy to sign up for Ebook Central. On the Sign In page (fig. 28), look for the button to *Create Account*.

If you do not see a button, please contact your librarian or email library@hauniv.edu.

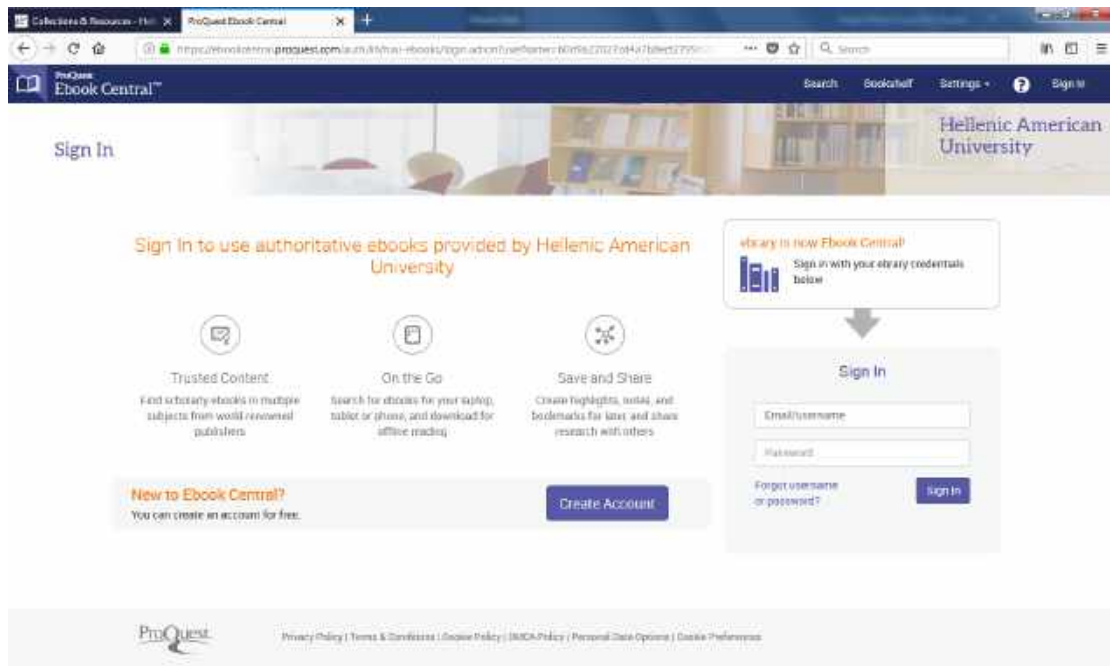


Figure 28: Bookshelf login page

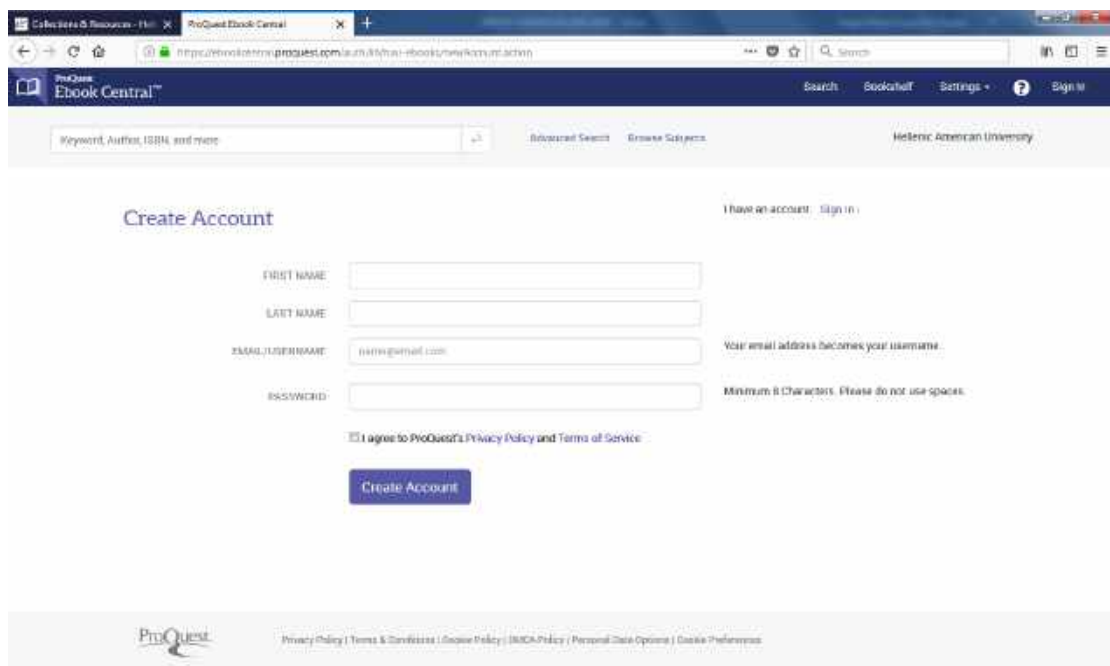


Figure 29: Creation of a Bookshelf account

For users without accounts there is a page that they can use to create one. When an account is created the user can login and have access to additional features such as copying text with bibliographical references, text highlighting and notes editing.

Original Text (Quotation)

"I found, and it was the experience of my fellow MBA students interviewing as well, that the cases at McKinsey are very quantitative. A lot of cases at McKinsey were about estimating market size, and there is sometimes difficult math. I struggled a little bit with some of the calculations, and they would throw something in to speed things up, like "Oh, why don't we just say 20 million." On the other hand, I had one interview where I had two market sizings, and you were only supposed to have one. I solved it too fast, so I got another one.

Complete Bibliographical Citation

Asher, Mark. Vault Guide to the Case Interview.

New York, NY, USA: Vault, 2002. p 69.

<http://site.ebrary.com/lib/hau/Doc?id=10022927&ppg=74>

Figure 30: Copying text with bibliographical citation

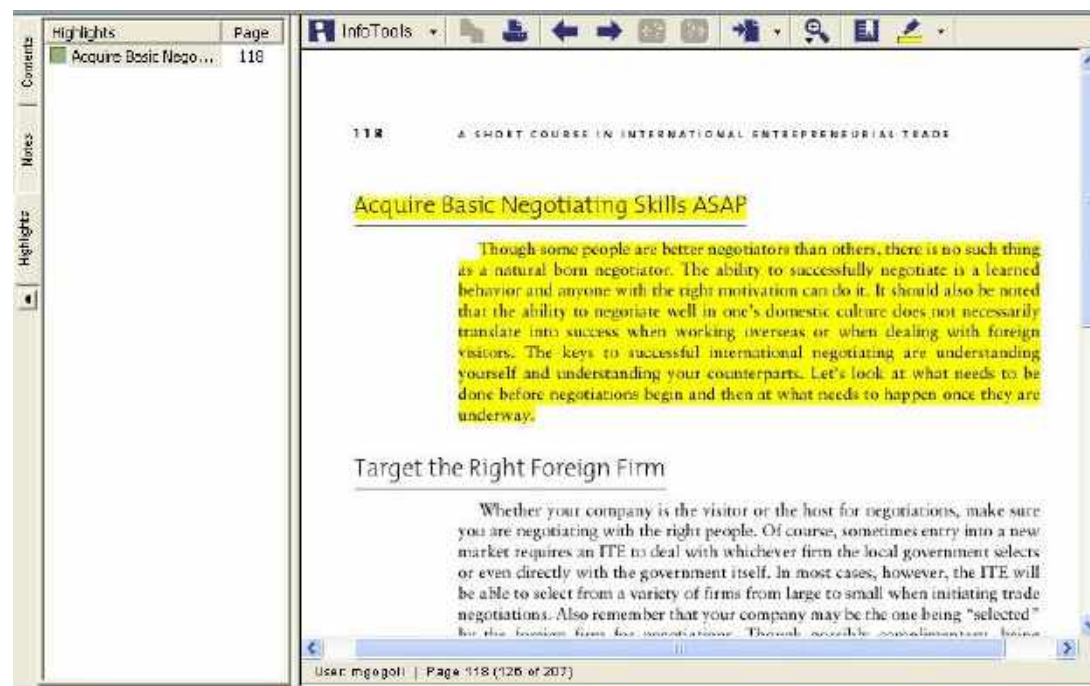


Figure 31: Text highlighting

In addition to taking a **note** on the book page, which you can do from the Reader toolbar, you may take notes on specific text within the page. Simply select your desired text, and in the pop-up menu, choose the Note icon on the right. Once you've entered and saved your note, you'll see a yellow Note icon next to your text, which is also highlighted in yellow.

Springer Computer Science Archives

The users of the library can access more than 100 computer science journal titles in more than 2939 volumes dating from 1971 to 1996 regarding various computer science disciplines such as Artificial Intelligence, Computer Communication and Networks, Computer Hardware, Computer Imaging and Graphics, Database Management and Information Retrieval, Information Security and Cryptology, Information Systems, Software Engineering and Human Computer Interaction.

Springer Computer Science Archives is accessible over the Internet through the HAUUniv premises, navigating to the Library's web page in the University's Website and through any computer or mobile device connected to the Internet through <http://lib.hau.gr> , provided that the user is authorized (with LABS credentials).

The Entry Page of the Springer Database is presented:

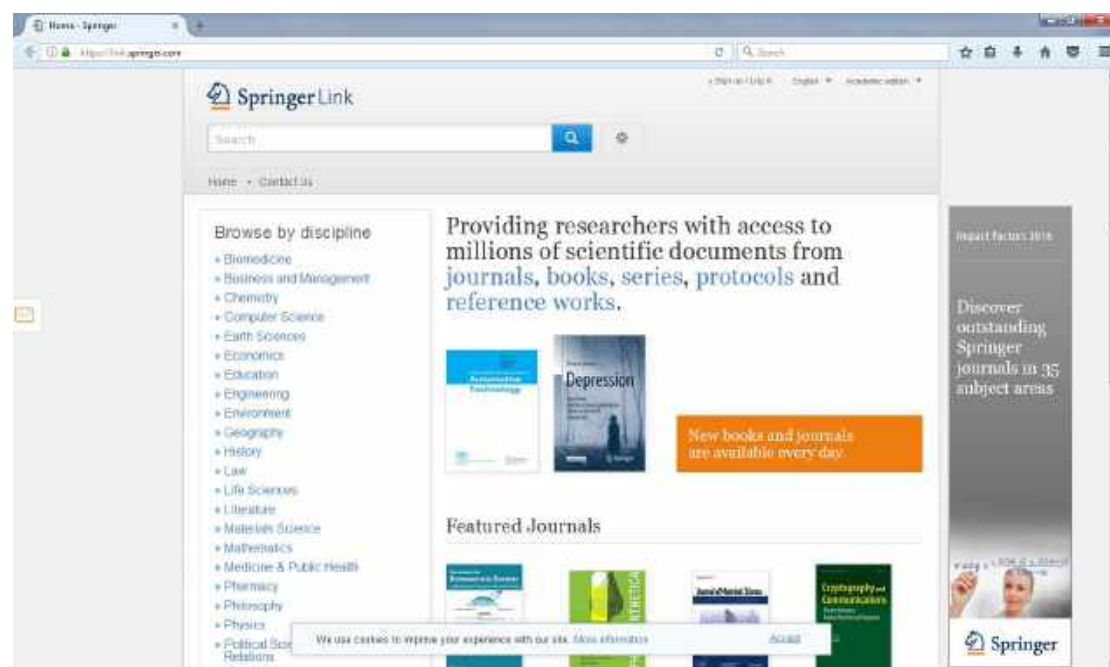


Figure 39: Springer Database

Springer database consists of several publications in various scientific subjects and through the initial page it is possible to search more than 1550 journals. In order to browse the publications there four alternative ways:

- Browse an alphabetical list of publications
- Browse an alphabetic list of only the new publications
- Browse a list of publications organized by subject
- Browse the publications organized by publisher

Selecting the third option Browse publication by subject area a list of the available subjects is displayed:



Figure 40: List of available subjects

HAUniv Library has full-text access to journals in the computer science subject but other journals may be accessible in every subject depending on the strategy of Springer Publishers. Full-text access in the Computer Science subject allows students to download all the papers published in the indicated journals from 1971 till 1996. In some other subject areas special issues may be fully accessible depending on publishers' policy.

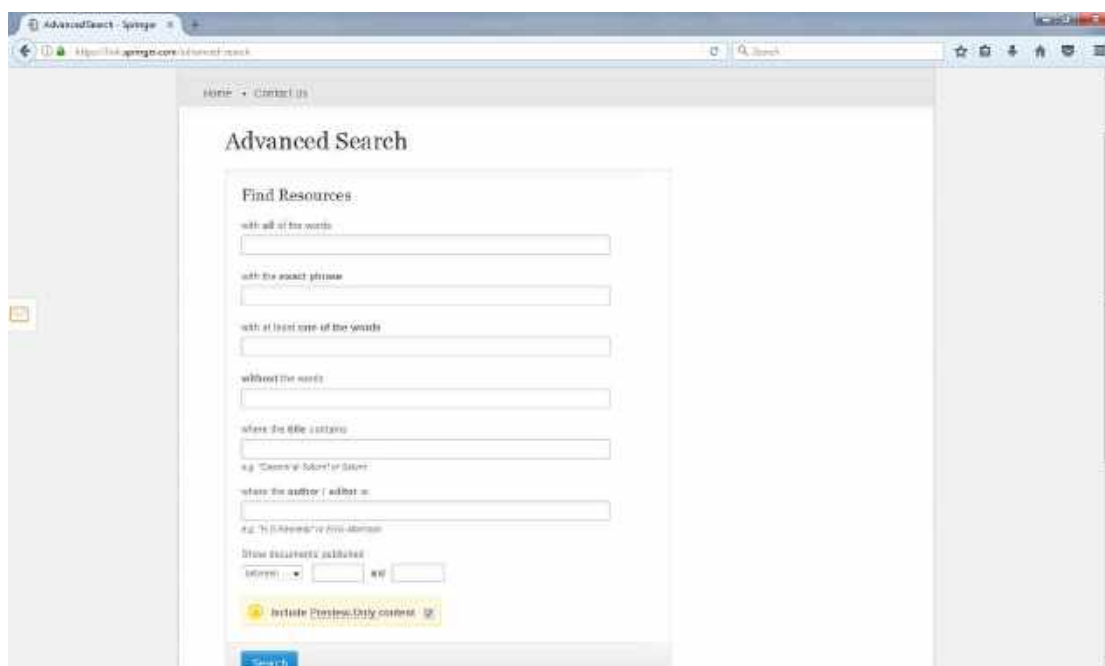


Figure 41: Advanced Search Option

When selecting a specific journal, the area of the specific journal is presented containing journal cover, publisher, ISSN and all the published volumes and issues sorted by date. Special issues, issues that have a specific theme with guest editors, are also displayed along with their theme and guest editors to facilitate easier retrieval.



Figure 42: Journal page



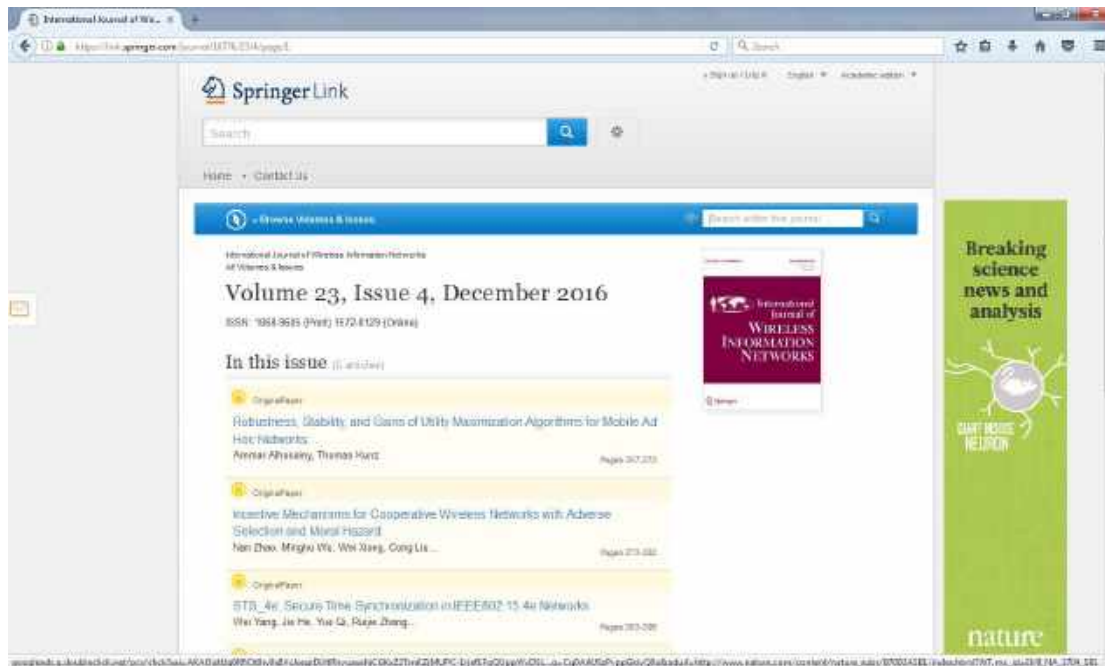


Figure 43: Journal Issue

When selecting an issue all the papers are displayed along with the authors' names.

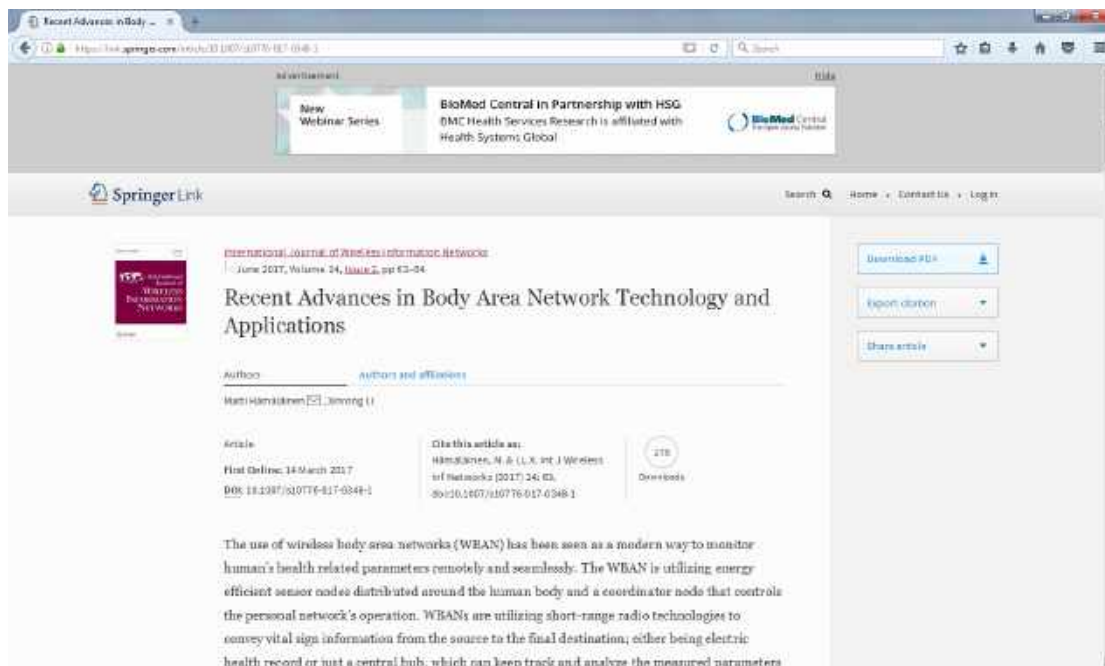


Figure 44: The abstract of a paper

By clicking the title of a paper the abstract and detailed information of the authors are presented. Clicking on the "Download PDF" button at the right of the page the full-text of the paper is downloaded.

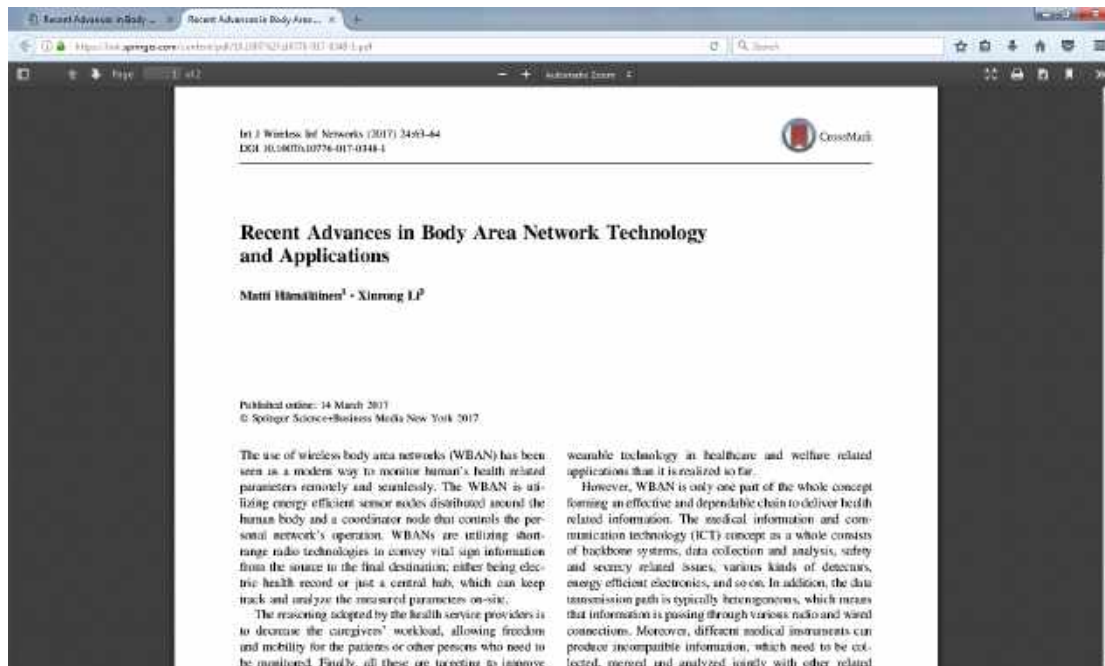


Figure 45: The text of a paper

ProQuest (PQDT)

ProQuest® is an aggregated electronic publications service. It is one of the largest online content repositories in the world, and provides a single, integrated platform.

ProQuest is accessible over the Internet through the HAUniv premises, navigating to the Library's web page in the University's Website and through any computer or mobile device connected to the Internet through <http://lib.hau.gr>, provided that the user is authorized (with LABS credentials).

The Entry Page of the ProQuest Database is presented:

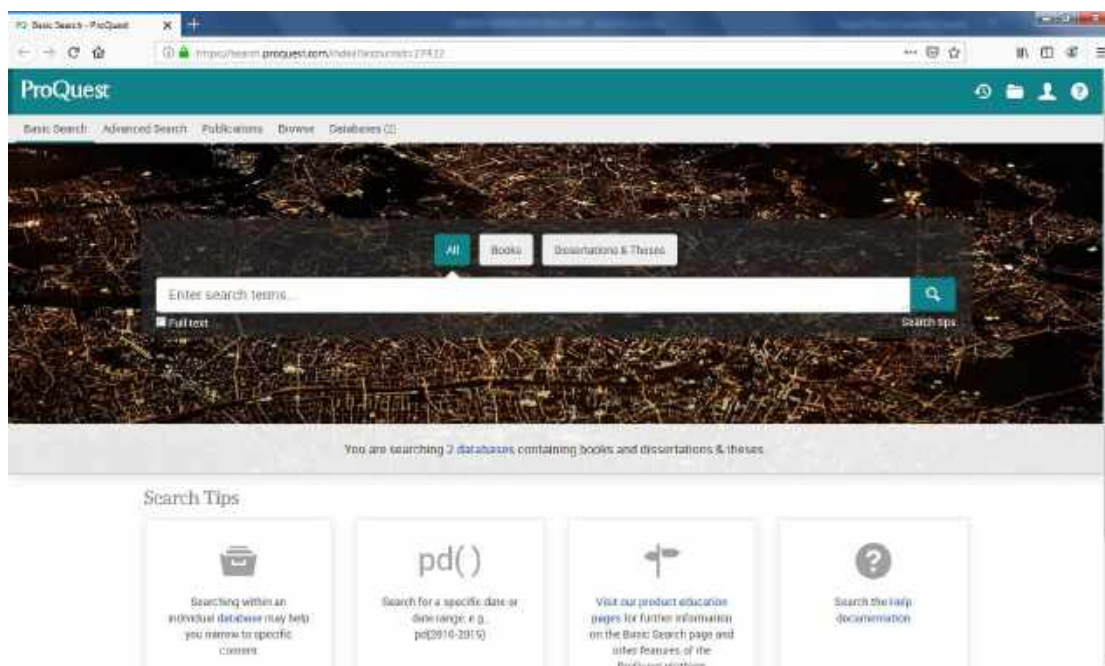


Figure 46: The Entry Page of ProQuest

In the Basic search screen, you can search by keyword or phrase. Simply enter your keyword in the search box. You can join these words with Boolean operators AND, OR and AND NOT to focus your search. To search for a phrase of more than two words, use quotation marks. You can also use the proximity operators WITHIN and Pre.

To narrow your search further, you can:

- Select a Database, by using the drop-down box to choose a subject database relevant to your query
- Specify a date range, using the drop-down Date range menu
- Restrict documents to full-text documents, by checking the box next to the Full text documents
- Restrict documents to scholarly journals, by checking the box marked Scholarly journals, including peer reviewed

For more choices, click on More Search Options.

This gives you the option to search by author, publication title, and look for terms in citation and abstract only.

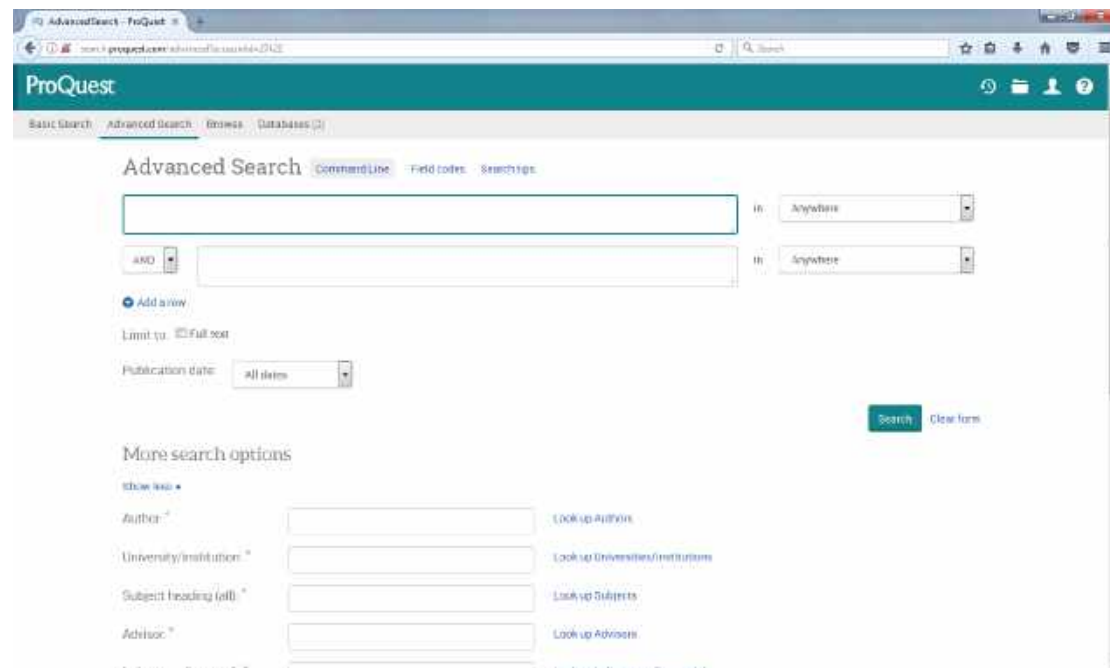


Figure 47: Advanced Search Option

Advanced Search

Choose Advanced if you would like assistance to perform more complex searches. It provides a structured framework to help you build your search.

1. Enter your keyword in the box
2. Select the index field you wish to search within from the drop down field list on the right hand side, for example Subject. You can select

items from dropdown menus with the most popular indexed fields including subject, author name and type of article

3. Once you have chosen your search range, click Browse to open a browse window. You can then select an item to add it to your search criteria if you wish
4. Select the field in which you wish to search for your second search term, and repeat the steps above
5. Use the Boolean and proximity operators in the left-hand drop down lists to help build your search
6. If you want to use more than three search terms, click on Add a row and repeat the steps above

As with the Basic search screen, you can

- Select Databases
- Restrict date ranges using the drop-down menus
- Limit your results to Full text documents only by checking the box
- Add search criteria using

The screenshot displays the 'Advanced Search' interface. At the top, there are tabs for 'Command Line', 'Field codes', and 'Search tips'. Below these, there are two main search input fields, each with a dropdown menu for the search range (currently set to 'Anywhere'). A dropdown menu for the Boolean operator is set to 'AND'. Below the search fields, there is a section for 'More search options' which includes a 'Show less' link and several input fields for 'Author', 'University/institution', 'Subject heading (pif)', 'Author', 'Index term (keyword)', 'Manuscript type', and 'Language'. Each of these fields has a corresponding 'Look up' link. At the bottom, there are two 'Select all' buttons for 'Manuscript type' and 'Language'. A 'Search' button and a 'Clear form' button are located on the right side of the interface.

Figure 48: More Search Options

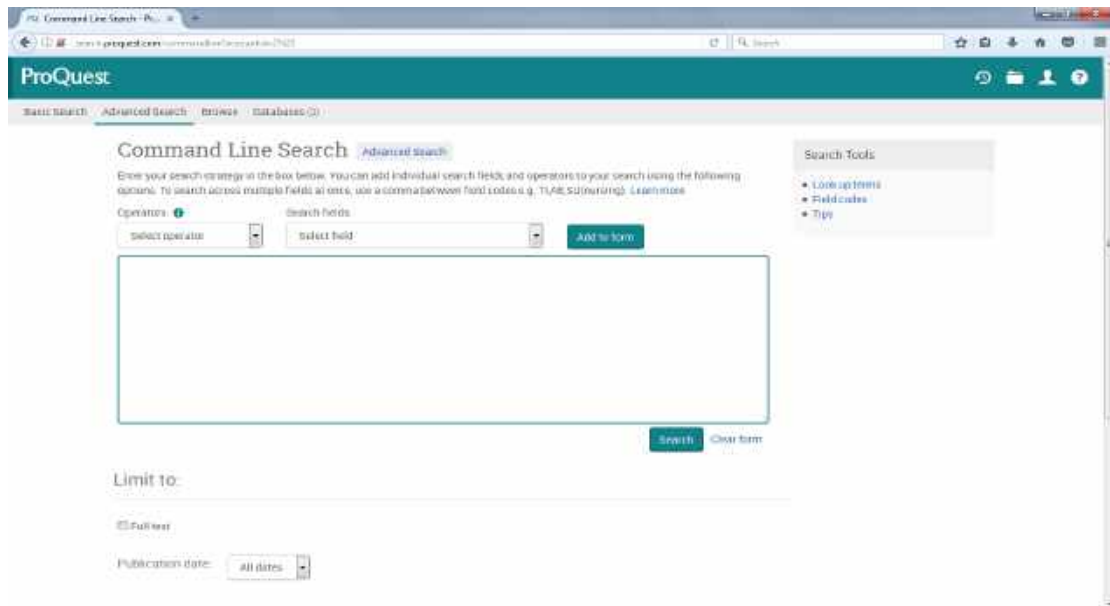


Figure 49: Command Line Search Page

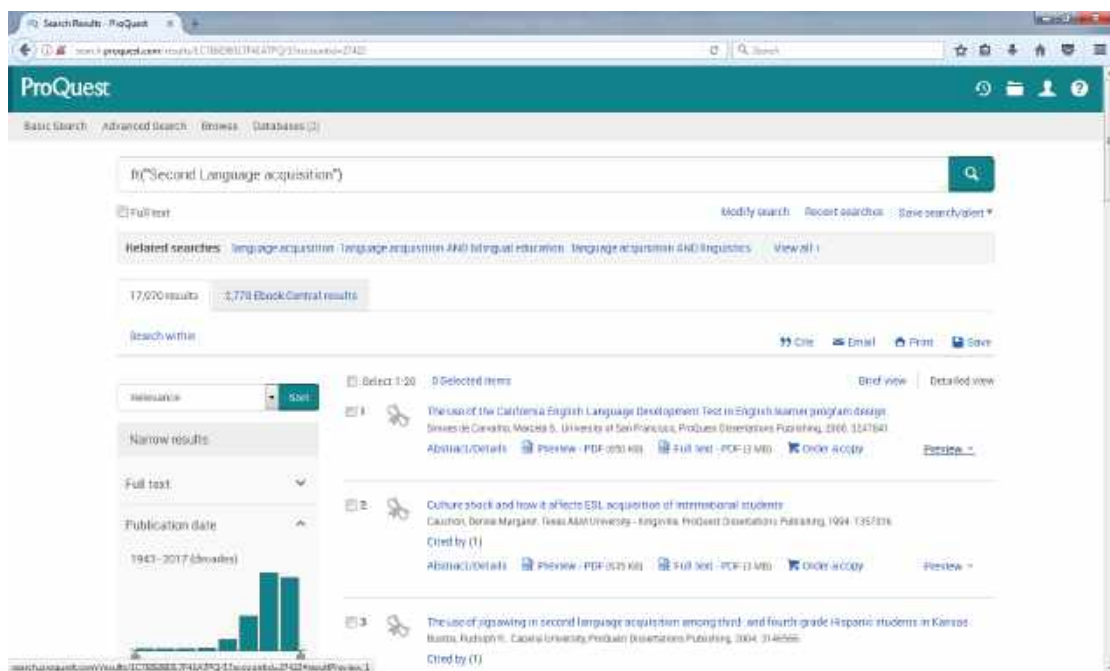


Figure 50: The result page of ProQuest

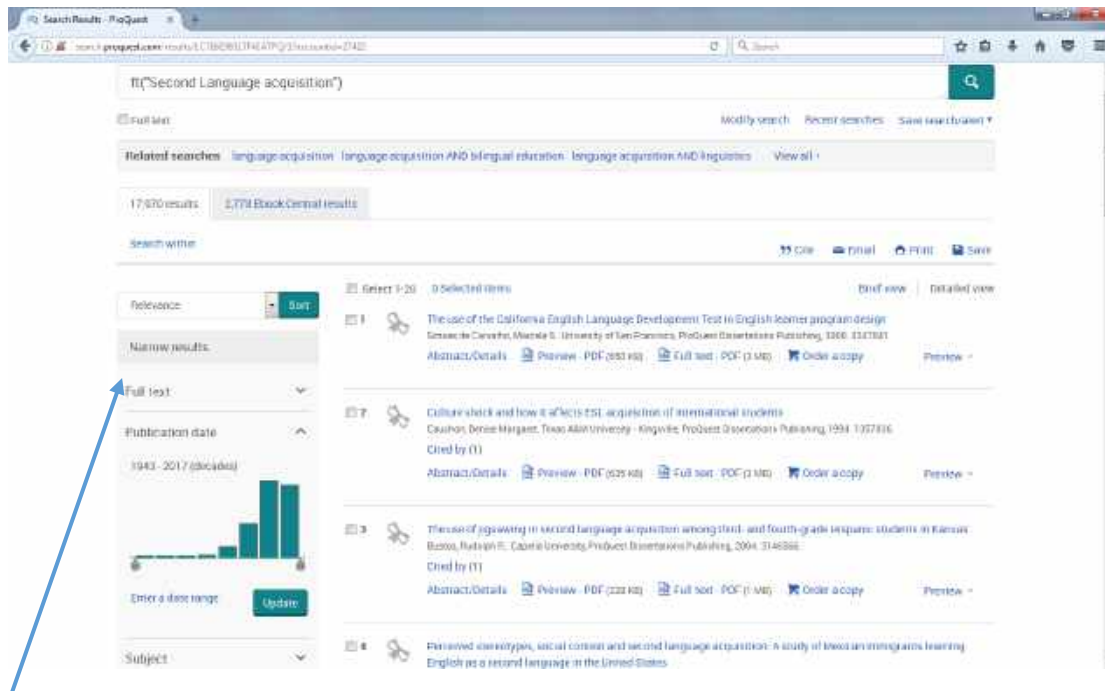


Figure 51: The narrowing result pane of ProQuest

Emerald

Emerald is committed to providing peer-reviewed, international content that can be trusted by the researchers, students and professionals.

Emerald is accessible over the Internet through the HAUniv premises, navigating to the Library's web page in the University's Website and through any computer or mobile device connected to the Internet through <http://lib.hau.gr>, provided that the user is authorized (with LABS credentials).

The Entry Page of the EMERALD Database is presented:

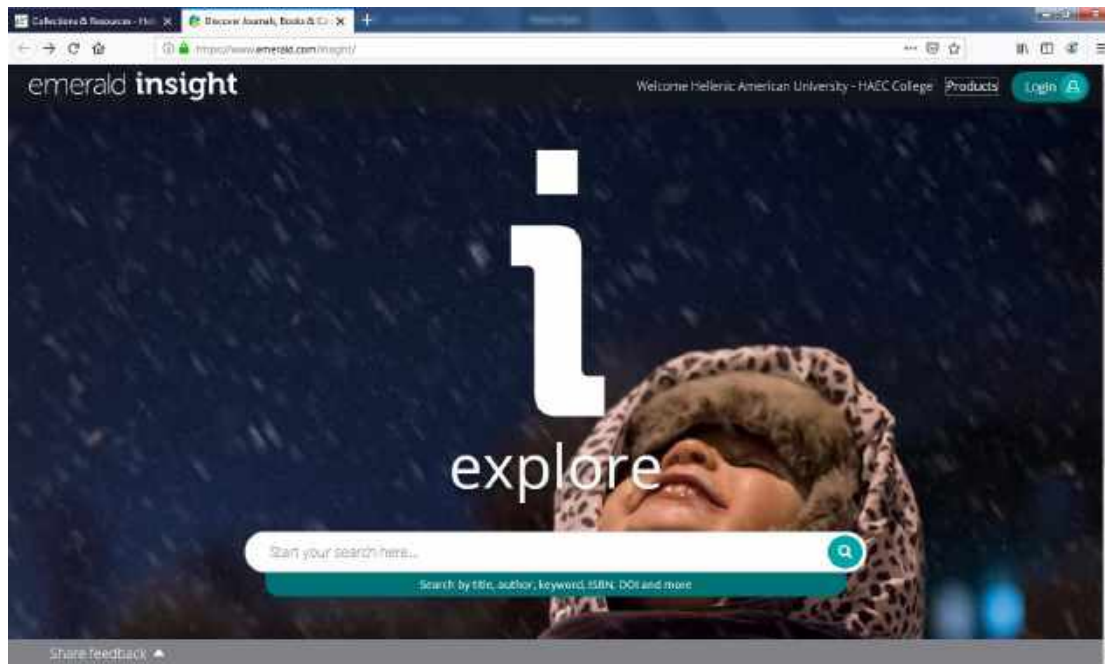


Figure 52: Emerald's first Search Screen

Emerald subject areas

Take a look at Emerald's subject areas;

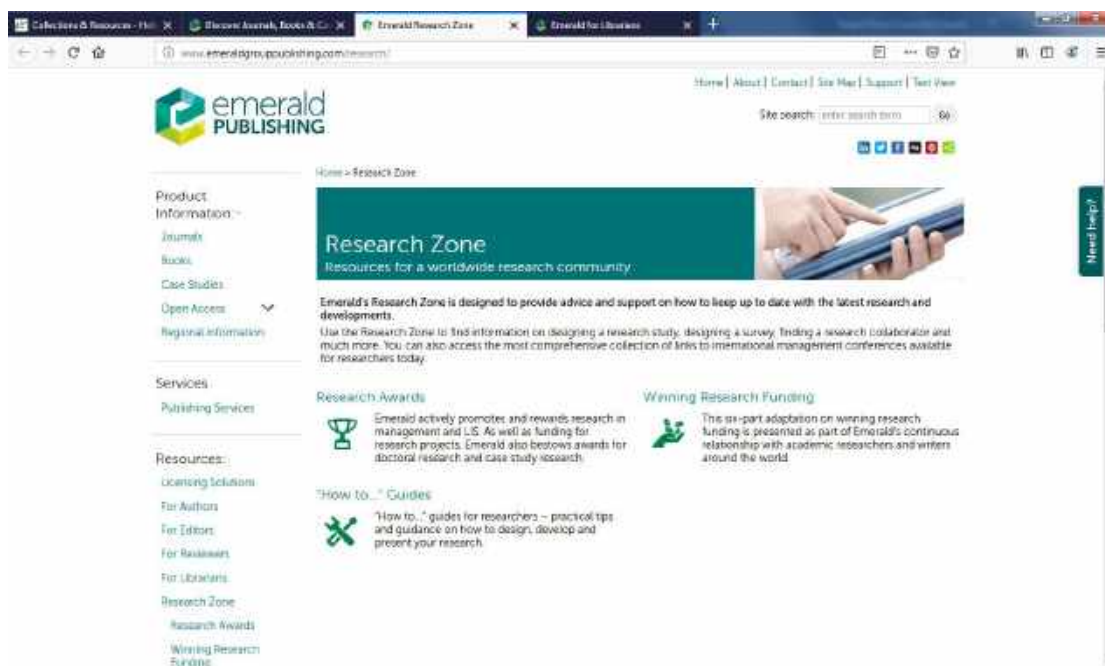


Figure 53: Emerald's subject Areas

How to use Quick Search

To begin searching Emerald, simply enter the words or phrases that best describe the subject area in which you are interested and click on "Search".

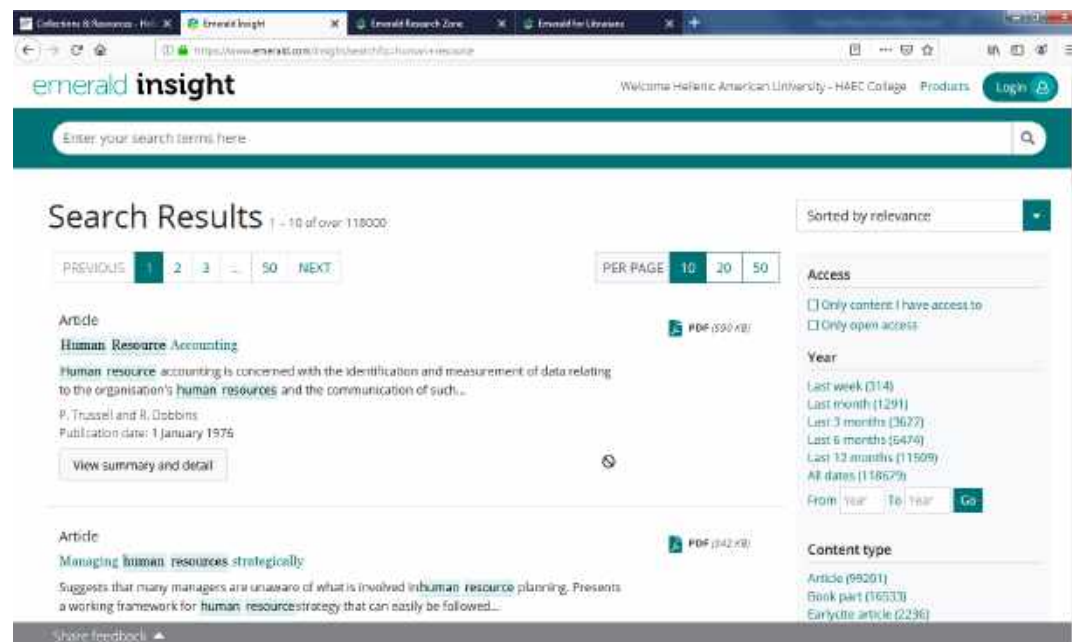


Figure 54: Emerald's Search Result Page

How to use Emerald's Search Result Page

If you use more than one search term, you can use Boolean operators ("And", "Or" or "Not") to determine whether you would like to find all of the terms in each article ("And"), any one of the terms in each article ("Or") or find articles that contain one term, but do not contain another ("Not").

In addition, you may limit your search by the year of publication and/or All content or My subscribed content and also content type.

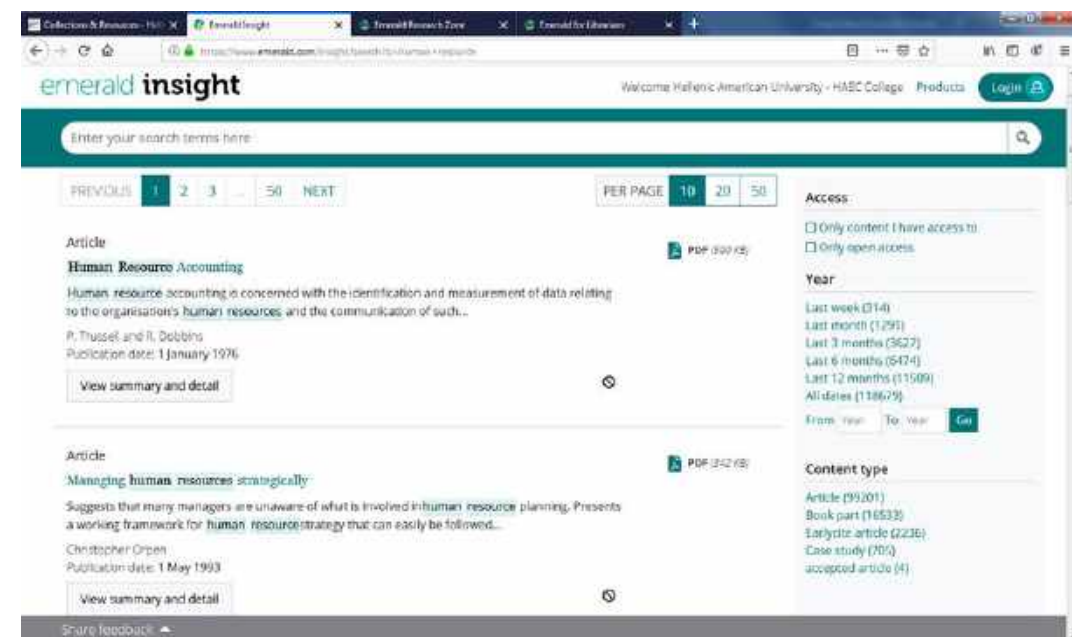


Figure 55: Emerald Search page Options

EBSCO Electronic Journal Service (EJS)

EJS E-Journals provides access to electronic journals and full text of articles for those journals managed through EBSCOhost Electronic Journals Service (EJS), as well as usage of Links in EBSCOhost. EJS ejournals allows search and retrieval of citations, abstracts, and full text. Users will have access to titles from publishers who have given EBSCO permission to re-use TOC and abstract information in an aggregated database. Please note that this does not represent all of the titles available via EJS. Limiters can be utilized to further narrow search results. Many of these titles are scientific, technological, or medical in nature, and users have the option to search over 2,700 additional titles. This database has been designed to support the same linking functionality and local collection development already standard in other EBSCOhost databases. **Please, keep in mind that this specific collection offers full text accessibility only on campus (due to limitations set by the publishers). In case you are located outside campus and you need access to an article from any EJS journal, send an email to library@hauniv.edu, citing the details of it, and the Library Personnel will provide you with it.**

Through EBSCO EJS database students have access to a series of electronic journals about languages, linguistics and translation. More specifically, the collection of journals includes the following titles:

1. **Annual Review of Applied Linguistics** Cambridge University Press (CUP)

Full Text Access: ✓ 2002 - 2018

2. **Applied Linguistics** Oxford University Press

Full text Access: ✓ 2012 - 2018

3. **Computers and Composition** Elsevier Science

Full Text Access: ✓ 2007 to present

4. **Critical Discourse Studies** Routledge

Full Text Access: ✓ 2008 - 2018

5. **Discourse & Society** SAGE Publications

Full Text Access: ✓ 2008-2018

6. **Discourse And Communication** SAGE Publications

Full Text Access: ✓ 2008-2018

7. **Discourse Studies** SAGE Publications

Full Text Access: ✓ 1999 to present

8. **ELT Journal** Oxford University Press

Full Text Access: ✓ 2007 - 2010 , 2013 - 2018

9. **English for Specific Purposes** Elsevier Science

Full Text Access: ✓ 2007 to present

10. **English Today** Cambridge University Press (CUP)

Full Text Access: ✓ 2011-2018

11. **English World-Wide** John Benjamins BV

Full Text Access: ✓ 2011 - 2018

12. **Intercultural Pragmatics** Walter de Gruyter GmbH & Co

Full Text Access: ✓ 2004 to present

13. **International Journal of Applied Linguistics** Wiley-Blackwell

Full Text Access: ✓ 2000 - 2018

14. **International Journal of Healthcare Management** Taylor & Francis

Your Access: ✓ 2012 - 2018

17. **International Journal of the Sociology of Language** Walter de Gruyter GmbH & Co

Full Text Access: ✓ 2001 - 2018

18. **International Review of Applied Linguistics in Language Teaching (IRAL)**

Walter de Gruyter GmbH & Co

Full Text Access: ✓ 2011 - 2018

19. **The Interpreter and Translator Trainer** St. Jerome Publishing

Full Text Access: ✓ 2007 to present

20. **Journal of English for Academic Purposes** Elsevier Science

Full Text Access: ✓ 2007 to present

21. **Journal of Linguistic Anthropology** Wiley - Blackwell

Full Text Access: ✓ 2011 - 2018

22. **Journal of Management & Marketing in Healthcare** Maney Publishing

Full Text Access: ✓ 2008 - 2018

23. **Journal of Pragmatics** Elsevier Science

Full Text Access: ✓ 2007 to present

24. **Journal of Second Language Writing** Elsevier Science

Full Text Access: ✓ 2007 to present

25. **Journal of Sociolinguistics** Wiley - Blackwell

Full Text Access: ✓ 2011 , 2013 - 2018

26. **Language & Communication** Elsevier Science

Full Text Access: ✓ 2007 to present

27. **Language Assessment Quarterly: An International Journal** Routledge

Full Text Access: ✓ 2011 - 2018

28. **Language in Society** Cambridge University Press (CUP)

Full Text Access: ✓ 2011 - 2018

29. **Language Learning** Wiley - Blackwell

Full Text Access: ✓ 2008 - 2018

30. Language Policy

Springer Science+Business Media B.V., Formerly Kluwer Academic Publishers B.V.

Full Text Access: ✓ 2002 to present

31. Language Problems & Language Planning John Benjamins BV

Full Text Access: ✓ 2011 to present

32. Language Teaching Cambridge University Press (CUP)

Full Text Access: ✓ 2008 to present

33. Language Testing SAGE Publications

Full Text Access: ✓ 2007 - 2012

34. Languages in Contrast John Benjamins BV

Full Text Access: ✓ 2011 to present

35. Linguistics and Education Elsevier Science

Full Text Access: ✓ 2007 to present

36. The Modern Language Journal Wiley-Blackwell

Full Text Access: ✓ 2008 - 2018

37. Multilingua - Journal of Cross-Cultural and Interlanguage Communication

Walter de Gruyter GmbH & Co

Full Text Access: ✓ 2011 - 2018

38. ReCALL Cambridge University Press (CUP)

Full Text Access: ✓ 2002 to present

39. **Studies in Second Language Acquisition** Cambridge University Press (CUP)

Full Text Access: ✓ 2008 - 2018

40. **Target: International Journal on Translation Studies** John Benjamins BV

Full Text Access: ✓ 2007 to present

41. **TESOL Quarterly** Wiley-Blackwell

Full Text Access: ✓ 1997 to present

42. **Text & Talk - Interdisciplinary Journal for the Study of Discourse**

Walter de Gruyter GmbH & Co

Full Text Access: ✓ 2011 - 2018

43. **Translation and Literature** Edinburgh University Press Ltd

Full Text Access: ✓ 2007 - 2018

Written Communication SAGE Publications

Full Text Access: ✓ 2011- 2018

Connecting to the EBSCO EJS **within University premises** is possible by navigating to the Library's web page in the University's Website or by typing the following Internet address:

<http://ejournals.ebsco.com>

The first page of the EBSCO EJS is loaded.



The image shows the EBSCO EJS (Electronic Journals Service) homepage. At the top, there is a navigation bar with links: Home, Browse Journals, Find Journals, Find Articles, and Marked Items. On the right, there are links for 'My EJS', 'Sign me in', 'Sign me up', and 'What is this?'. Below the navigation bar, the word 'home' is displayed. To the right of 'home' is a link for 'Need Help?'. Below this, there is a link to 'Get EJS news by e-mail: sign up'. The main content area is divided into three sections: 'Browse Journals', 'Find Journals', and 'Find Articles by Text'. The 'Browse Journals' section has three radio buttons: 'by Title beginning with' (selected), 'by Subject', and 'by Publisher beginning with'. There are dropdown menus for 'ALL' and 'A'. A 'Browse' button and a 'more options' link are at the bottom. The 'Find Journals' section has a 'Journal Title' input field and three radio buttons: 'Title Contains' (selected), 'Title Begins With', and 'Exact Title Match'. There are 'Clear' and 'Find Journals' buttons, and a 'more options' link. The 'Find Articles by Text' section has a 'Search For:' input field and three radio buttons: 'Title', 'Title and Abstract' (selected), and 'Title, Abstract and Full Text'. There is an 'Author Name:' input field, 'Clear' and 'Find Articles' buttons, and a 'more options' link.

Figure 56: EBSCO EJS first page

Three different options are available through this page. Students can browse the journals' titles, look for a journal's title or search journals for an article. Selecting the Browse Journals option and then clicking the Browse button the list of the five subscribed journals is displayed with an indication of the availability of full text articles at the side of each journal title. The green tick indicates that students have access to the full content of this journal.



The image shows the 'browse by title: results' page on the EBSCO EJS website. At the top, there is a navigation bar with links: Home, Browse Journals, Find Journals, Find Articles, and Marked Items. On the right, there are links for 'My EJS', 'Sign me in', 'Sign me up', and 'What is this?'. Below the navigation bar, the word 'browse by title: results' is displayed. To the right of 'browse by title: results' is a link for 'Need Help?'. Below this, there is a 'Filter by:' dropdown menu set to 'Full Text (17)' and a 'Results Per Page:' dropdown menu set to '50'. Below these, there is a list of journals with a green tick indicating full text availability. The list includes: 'Annual Review of Applied Linguistics' (Cambridge University Press (CUP)), 'Critical Discourse Studies' (Routledge), 'Discourse & Society' (SAGE Publications), 'Discourse And Communication' (SAGE Publications), 'Discourse Studies' (SAGE Publications), and 'ELT Journal' (Oxford University Press).

Figure 57: EBSCO EJS Subscribed Journals

Clicking the title of any journal the user can review the details of the publication and the dates that content is available from each publication. Clicking the dates range the user is navigated to the publishers' web site with the full content of the specific journal.

Alternatively, students can select Find Articles and try to find an article with a specific keyword. There are two options available for that, either Find Articles by Citation or Find Articles by Text. Selecting the first option student can write the citation details of an article or using the second option can search the subscribed journals for finding articles using specific keywords.

Then clicking Find Articles a list of the full text articles matching the criteria is displayed and access to the content is allowed by clicking the option Full Text: Open in New Window.

The screenshot displays the EBSCO EJS search interface. At the top, there is a navigation bar with links: Home, Browse Journals, Find Journals, Find Articles, and Marked Items. The 'Find Articles' link is highlighted. Below the navigation bar, the page title is 'find articles: criteria'. The main search area is titled 'Find Articles by Text' and contains a form with the following fields and options:

- Search For:** A text box containing the keyword 'discourse'.
- within each article's:** Three radio button options:
 - ☐ Title
 - ☒ Title and Abstract
 - ☐ Title, Abstract and Full Text
- Author:** A text box for entering author names.
- Options:** A section with several settings:
 - Maximum articles to return:** A dropdown menu set to '1000'.
 - Results per page:** A dropdown menu set to '25'.
 - Sort by:** Two radio button options:
 - ☒ Relevancy
 - ☐ Chronology
 - Show Article Citations Only:** An unchecked checkbox.

At the bottom of the form, there is a link: 'Manage your default criteria settings here.'.

Figure 58: Search EBSCO EJS using keywords

EBSCO Electronic Journals Service

Getting Started About This Site

My EJS Sign me in | Sign me up | What is this?

Home Browse Journals Find Journals Find Articles Marked Items Logout

find articles: results Need Help?

Back To: Find Articles By Text

Criteria: Title or Abstract contains: **discourse**

Save Search...

All Articles Full Text Citations/Abstracts only

page: 1:3 Previous Next 1 2 3

displaying: 1 - 25 of 62

Hide field labels Show abstract excerpt Results Per Page: 25 Legend: Full text available

1. Systematic effects in the rating of second-language speaking ability: test method and learner discourse

Authors: John JAU Upshur, Carolyn CET Turner

Source: Language Testing, Volume 16, Number 1 (January 1999)

Page Numbers: 82 - 111

Citation: John JAU Upshur, Carolyn CET Turner, Systematic effects in the rating of second-language speaking ability: test method and learner discourse. *Language Testing*, Volume 16, Number 1 (January 1999), pp. 82-111. <<http://ejournals.ebsco.com/direct.asp?ArticleID=424487CB6A65A74EA93C>>

Available Full Text: Full Text: Open in New Window

Format: PDF

Size: unknown

Location: Publisher's Site

Authentication: EBSCOhost EIC

Export to citation manager... Add to Favorites Mark back to top

Figure 59: Search results from EBSCO EJS

6. Policy Statement

The General Library Policy and all the policies included come into effect immediately upon the publication of the policy (mm/dd/yyyy) and after its approval by the appropriate governing bodies of the Hellenic American Union (HAU) and the Hellenic American University (HAUniv).

Abiding by the policy is mandatory of:

- The librarians
- All other employees of the Library (full and part time)
- All employees of the HAU and HAUniv
- Administrative bodies relevant to the Library
- The users (internal, external, future and existing)

The Head Librarian is in charge of all amendments, updates and resolution of all problems that might arise from the enforcement of the Policy.

Policy Justification

The Policy aims to be a guide, a tool for the librarians, the patrons, and the administration, which determines the basic procedures, rules, and allocation of responsibilities and authorities. In essence it will function as a framework in which all library procedures will take place.

For further details pertaining to particular issues, all interested parties may refer to individual policies.

The Library is bound to follow, implement and protect the principles of the Universal Declaration of Human Rights, as portrayed in article 19² about Intellectual Freedom, in article 5A³ of the Constitution of Greece, and the First Amendment⁴ of the Constitution of the USA.

Who is the Policy about?

- The members of the HAU
- The Administrative bodies of the HAU
- Personnel of the HAU

² Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

³ 1. All persons have the right to information, as specified by law. Restrictions to this right may be imposed by law only insofar as they are necessary and justified for reasons of national security, of combating crime or of protecting rights and interests of third parties.

2. All persons have the right to participate in the Information Society. Facilitation of access to electronically transmitted information, as well as of the production, exchange and diffusion thereof, constitutes an obligation of the State, always in observance of the guarantees of articles 9, 9A and 19

⁴ Congress Shall Make No Law Respecting an Establishment of Religion, or Prohibiting the Free Exercise Thereof; or Abridging the Freedom of Speech, or of the Press; or the Right of the People Peaceably to Assemble, and To Petition the Government for a Redress of Grievances.

- Personnel of HAUniv
- Administrative bodies of HAUniv
- Students of HAUniv
- Registered users of the Library
- Visiting users of the Library
- Employees of the Library
- Students working for the Library

All users (registered and visitors) must accept the Library Policies if they chose to become members, or use the space, resources and materials of the Library.

Access

The most important mission of the Library is to serve the students and the teaching staff of HAUniv, as well as the Union teaching staff and students of the Union. On the other hand, the collection⁵ is open and accessible to external users as well (users that do not belong to the student body or teaching staff).

External users consist of registered users, and visitors. Registration is necessary in order to obtain borrowing rights. Users that do not wish to register (i.e. visitors) may use the collection in-house without permission to borrow materials and transfer them outside the premises of the Library.

In case a book, or any other resource is needed at the same time by a registered user and a visitor, registered users have priority.

All users, with no exceptions, are bound by the Library Policies and have to sign the Visitors book when they come in.

Entrance to the Library is allowed only during its official working hours.

Borrowing

The first and foremost goal of the Library is to make information available to its users. This can only be achieved when circulation is conducted efficiently and only if lending regulations are followed by all users.

The Library welcomes all types of users and allows them to use and borrow all kinds of information resources. However, some categories of materials cannot be borrowed (reference collections, special collections, books on reserve, etc.), and their use is only allowed on the Library premises.

Additionally, especially regarding course books on reserve, the Library may allow a 2-hour loan period, limited to students and faculty of HAUniv, upon request.

In order for a member of the public to become a registered user of the Library and check out book, s/he must complete an application form in the Library. For the library card to be issued, a bill providing evidence of the permanent address of the applicant must be provided.

HAUniv students, faculty, and HAU students automatically become members of the Library. HAUniv students and faculty do not have to be issued a separate Library card as their HAUniv card may substitute it. HAU students on the other hand, must receive their cards in person from the Front Desk.

The general loan period is 20 days, with the possibility of renewal for another 20 days. In case of delays in book return, the users will be burdened with fines. **The fine for delays is**

⁵ The total accumulation of books and other materials owned by a library, cataloged and arranged for ease of access, often consisting of several smaller collections (reference, circulating books, serials, government documents, rare books, special collections, etc.). The process of building a library collection over an extended period is called collection development. Synonymous with holdings.

0,50 euro per day for the first 10 days, and after that the fine is set to 10 euros per day.

The responsibility for the safe and prompt return of all resources to the Library, solely burdens the user. The Library is under no responsibility to remind users of delays. The deadline of the loan period will be clearly noted on the back of the book.

Each user may borrow up to 4 books (faculty can borrow up to 6) at any given moment.

In case of loss, the borrower must replace the exact edition that was lost, or, if that is not possible (i.e. if the book is out of print), the user must pay the Library a financial compensation equal to the current value of the publication.

The Library reserves the right to ask of a user to return a borrowed book to the Library, even if the regular loan period has not ended, in case of emergencies. In these cases, the user will be given a 3 days' notice, in order to return the book.

The Library has the right to revoke any or all user rights from anyone that does not respect or abide by the Library Policy.

Privacy Statement

The Library commits itself to protect users' privacy, as far as their personal information and borrowing records are concerned. (However, any possible financial pendency users may have is not considered private personal information.)

The records and personal information of users will not be used in any way, except for the Library to be able to monitor lending and returns and will not be shared, transferred, sold, or distributed to any third parties.

Borrowing records are considered personal information and will not be communicated to any third parties. In the case of under aged children up to the age of 14 years old, the parents and/or guardians have the right to gain access to the records of their children.

All borrowing data, however, can and will be used, anonymously by the Library for statistical purposes and in order to achieve more effective collection management.

Collection Management and Development Policies⁶

Introduction

The Library constitutes a vital and substantial part of HAU and HAUniv, and aims to support educational activities, to provide users with specialized and accurate information, life-long

⁶ Collection management is defined as a process of information gathering, communication, coordination, policy formulation, evaluation, and planning. These processes, in turn, influence decisions about the acquisition, retention, and provision of access to information sources in support of the intellectual needs of a given library community. Collection development is the part of collection management that primarily deals with decisions about the acquisition of materials. (Osborne, 1990)

Collection development is a term representing the process of systematically building library collections to serve study, teaching, research, recreational, and other needs of library users. The process includes selection and deselection of

learning (in the area of Information Literature), and to strengthen their cultural output. The Library designs and provides services and collections of high value, in sync with the educational programs of HAUniv and the mission of HAU.

In order to fulfill its mission, the Library has set the following goals:

1. Selection and preservation of the most suitable information resources for the students, instructors and researchers of HAUniv
2. The provision of online access to the bibliographic data of the collection
3. The use of modern technology, as far as information management and retrieval is concerned.

The Library has as a priority the constant education of its staff in the effective use of new technologies and the obligation to transfer this knowledge to users. Information Literacy is considered an invaluable asset to students and researchers, and the Library is committed to provide all necessary services in order to offer information literacy to its users. It is important that the librarians and staff stay abreast of technological developments in the information field so our students will be competent in both manual and electronic sources. Our students must have excellent research skills as they enter the job market. Thus, the library has an educational mission and is the true laboratory for the student, since this is where they learn to use the basic tools of the profession.

The purpose of this Collection Development Policy is to provide general principles and guidelines under which the process of selecting and acquiring materials will proceed. It is useful both in providing consistency among those who have responsibility for developing the collection, as well as in communicating the Library's policies to faculty, students and other Library users.

Rapid changes in publishing and scholarship needs will require periodic review and revision of this policy. The Director of the Library, in collaboration with the other librarians will review this policy on a regular basis. Written amendments to the policy must be approved by the Director of the Library and, ultimately, the Provost, before becoming part of this policy.

Selection Procedures

Responsibility for Collection Development

The Head Librarian has the final responsibility, as delegated by the Provost of the University, for the maintenance and development of the Library collections. In turn, the Head Librarian relies on other librarians to carry out the day-to-day implementation of these duties. All the librarians share some responsibilities for collection development.

Criteria for Selection of Materials

Numerous factors influence the decision as to whether to acquire new material, including, in no particular order:

current and retrospective materials, planning of coherent strategies for continuing acquisition, and evaluation of collections to ascertain how well they serve user needs. (Gabriel, 1995)

- Authoritativeness of the publisher or producer
- Significance of the subject matter based on collection assessment
- Importance/reputation of the author
- Accuracy of the information and data based on reviews, recommendations, evaluations, etc.
- Potential for expected use by patrons based on faculty research interests, curricular development or use, student requests, and other sources
- Importance to the total collection
- Appearance of the title in important bibliographies, lists and reviewing media
- Current and/or permanent value to the collection
- Scarcity of material on the subject
- Availability of material or information in other formats in the collection, or available online or on the Internet
- Price, including initial purchase price, and maintenance costs for continuation/updating, equipment, and staff
- Language
- Type of issuance, whether monographic or serial
- Physical format or access method (bound printed, loose-leaf, microform, network access, CD-ROM, Internet, etc.)
- Physical quality (binding, etc.)
- Duplication in the collection, including in another format
- Available space
- Projected longevity of the physical medium
- Research-level works
- Faculty requests, purchased whenever possible
- Students and external user requests

Selection Tools

Due to the rapid changes in publishing and the demands of scholarship, the Library must increasingly focus on **access** to information as opposed to **ownership** of materials.

Researchers increasingly expect to have electronic access to information, and the Library has obtained an increasing amount of material in electronic format. While some material is available only online, much material, particularly specialized monographs, remains available only in print. For the foreseeable future, the Library anticipates that the collection will continue to develop in all these areas. In considering the proper format for materials, consideration is given to the ease of access to the materials, the permanence of access, and cost, including processing and maintenance costs.

Computerized Resources

The current collection trend in electronic format is to move from CD-ROM to the World Wide Web or other online services. CD-ROMs will be purchased only where otherwise unavailable in print or on the Web. The major consideration in this policy is the improved ease of use of Web-based products, increased reliability and currency as well as less maintenance time over CD-ROM. Where possible, the Library will attempt to provide the

broadest access to computerized resources; however, it may not always be possible to extend access beyond our primary user community, HAUniv faculty, staff and students.

Serials

The Library has a large and constantly expanding serials collection. The vast majority of these serial publications are academic and electronic. In order for a new title to be added to the collection, the Library takes into account whether:

- the title belongs to the academic subjects of the University
- the title is included in one or more indexes
- the title is available in online format

Monographs

Every semester the Library acquires new monographs, intended to support teaching, after written purchase requests are submitted by members of faculty. The Librarians will select additional print resources in order to complete the collection.

Single copies of text books and other required texts are purchased and kept on reserve. Because many of the monographs published each year are available only in print, the Library will make every attempt to prevent serials and continuation costs from eroding the budget for monographs. This may result in the cancellation of serial or loose-leaf print titles that are otherwise available online.

Duplication within the collection will be avoided unless there is a need for additional copies based on student and faculty use. Many resources, both primary and secondary, are increasingly available on EBSCO, ProQuest, Emerald and the Internet, and the librarians evaluate the purchase of new materials and supplementation of existing materials with this in mind.

The Library maintains, as well, a small, but important and popular leisure collection that will be updated and renewed, without limiting the funds required for the proper development of the academic collection.

Audio-Visual Materials

The Library houses a variety of video and audiotape materials that can be used either for classroom instruction or personal use. Most of these items came into the collection through donations.

Capstones and Theses

With the implementation of this policy, the Library will start a collection of Capstones and Theses authored by the students of the Hellenic American University. All students have the obligation to deposit a digital or print copy of their Capstone project/Theses at the Library, in order to obtain their degree.

Interlibrary Loan (ILL)

Interlibrary loan is intended to complement collection efforts, not replace them, and with this understanding, the Library subscribes to traditional resource-sharing agreements such as Online Computer Library Center (OCLC) (and will soon join the Union Catalog of Hellenic

Academic Libraries). Each time a user asks for ILL services, the Library makes every effort to ensure the smallest possible cost to the user.

Gifts and Donations

Gifts of either library materials or cash donations to purchase materials will be accepted provided that no conditions are attached and the materials conform to the selection guidelines. The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate. Absent special circumstances requiring multiple copies of an item, gifts of items already in the collection will not be added to the collection. Upon request, the Library will provide an acknowledgement with a summary of the number and types of items donated, but the Library is not able to provide an itemized list of items donated. The Library will not, under any circumstances, accept donations from persons that do not legally own the material intended to be donated.

Weeding

Judicious and systematic discarding of library materials is important to keep the collection as current and relevant as possible. It is also a necessity because of space limitations in the Law Library.

It is the policy of the Library to reevaluate its collection continuously in conjunction with the selection of new and replacement items. Weeding is to be done only by the designated librarians.

Works to be discarded may include:

1. Materials which contain obsolete information.
2. Superseded editions.
3. Surplus copies of standard works no longer in demand for supplemental use.

Subject Area Collection Intensity

The Library Collections is divided into several categories depending on the level of exhaustiveness of the publications of any given subject.

Research:

All material required for faculty and student instruction and independent research in the following areas includes major published source materials and a wide selection of monographs.

- | | |
|------------------------------|------------------------------|
| • Marketing | • Management |
| • English Language | • Sociology |
| • System Design and Analysis | • Operating Systems |
| • Computer Architecture | • Economic Theories |
| • Emerging Technologies | • Programming |
| • Computer Security | • Information Systems |
| • Human Resources Management | • Web Technology |
| • Networks | • Literary critical analysis |

- Translation
- Educational psychology
- Music pedagogy
- Music technology
- Composition
- Orchestra
- Orchestration
- Clinical psychology
- Social psychology
- Applied linguistics

Teaching collection

The Teaching collection covers additional informational needs, which are mostly related to teaching. The depth of this collection is adequate, but is not as extensive as the Research Collection. The subjects covered are:

- Accounting
- Aesthetics
- American Literature
- Behavioral Change
- Business Administration
- Composition
- Critical Analysis of Literature
- Databases
- Economic Theory
- Educational psychology
- Emerging technologies
- English Language
- English literature
- Environmental Studies
- Ethics
- Evolutionary Psychology
- Greek Music
- Health Psychology
- History of Psychology
- Human Resources
- Information security
- Information Systems
- Learning Behavior
- Marketing
- Mathematics
- Mechanics
- Methodology of Research
- Microeconomics
- Music Education
- Music History
- Music Technology
- Music Theory
- Music Therapy
- Musical Production
- Network architecture
- Networks
- Operating Systems
- Orchestra
- Orchestration
- Poetry
- Programming
- Psychology
- Psychology Systems
- Semiotics
- Sociology
- Systems' Analysis and design
- Theater and Drama
- Thermodynamics
- Tourism
- Translation
- Web Technology
- Women in literature

Reference Collection

The Library holds a sub collection of reference works that are intended to function as aids to research and study. A basic reference collection of this kind should include:

- Almanacs
- Atlases
- General Reference Works
- Encyclopedias
- Thesauruses
- Dictionaries, etc.

Special Collections

The Library has a small Special Collections Section. These Collections are comprised of materials that are either rare or especially important. Documents belonging to this collection will not be lent, and can only be used within the Library.

General Collection (Recreational Collection)

The Library has dedicated a part of the collection (considerably smaller than the academic collection) to publications of general interest. The main subject area of this collection is Literature (mostly Greek and American) and cultural works focusing mostly on Greek and American civilization, history and Art.

Acquisitions for this part of the collection follow the same basic rules as for the Academic Collection

Conclusions

This Collection Management Policy is designed to provide a constantly evolving tool for the Librarians engaged in Collection Management and Development.

Library Conduct Policy

Library Patrons should expect the Library to offer them

- Access to a wide array of library materials in their entirety and in unmarked condition;
- An atmosphere conducive to study and research.

To ensure a pleasant and productive environment for study and research for all users, the Library Conduct Policy expects all users to refrain from the following activities:

- Removing or attempting to remove library materials or property without formal check-out or other authorization;
- Smoking or using smokeless tobacco within the library;
- Mutilating library materials by marking, underlining, removing pages, or damaging or defacing them in any other way;
- Preempting or limiting the availability of materials to other users in any way;
- Leaving books, materials, or personal property on tables or carrels when leaving the library for any extended period. (All bags and purses should be placed in the lockers provided by the Library. The locker keys should be kept by the patrons and returned when patrons leave the premises of the Library. All personal belongings should be taken when exiting the library. All library materials in unreserved carrels will be shelved daily);
- Engaging in disruptive behavior or activities (audible use of pagers, cellular phones, and dictation equipment; rowdiness; noise; inappropriate sexual behavior);
- Personal use of public access computers;
- Being in unauthorized areas of the library or remaining in the library after closing or when requested to leave (emergency situations and drills included);
- Bringing in personal belongings not essential to the research undertaking (bedrolls, blankets, frame backpacks or large duffel bags, etc.);
- Bringing in animals or pets
- Attempting to reproduce any publication (in whole or partially) without the permission of the staff and only for research and/or teaching purposes. Reproduction methods include (but are not limited to): photocopying, photographing, taping, storing in electronic format, etc.

In case of failure to abide by the conduct policy the Library reserves the right to cancel the Library subscription of the Patron and strip him/her of library privileges.

InterLibrary Loan (ILL)

The Library offers an InterLibrary Loan Service focused on academic articles and books. The use of the service is limited to students, faculty and alumni of the Hellenic American University. The service is provided for free; however, any postal or other cost that may be incurred by collaborating with other Libraries is borne solely by the user.

Patrons that wish to make use of the ILL service must complete the appropriate form, either online (on the Library's website <http://haec.gr/en/interlibrary-loan-services> or <http://hauniv.edu/academics/library#interlibrary-loan-affiliations>)

or in person at the Library.

Reserved Items

The Reserve Collection consists mainly of books that are used primarily as teaching materials. As long as these remain on Reserved status, they cannot be borrowed, and they are only used on the Library premises. During periods that reserve items have increased demand (exam periods etc.), the users are required to book them in advance so that access is ensured for the maximum number of users.