

Library Search

What is Library Search?

It is the portal that gives you access to a wide range of good quality library resources.

How to access Library Search?

1. On the landing page of the library [website \(https://library.nust.na/\)](https://library.nust.na/) you will find the search box where you enter the topic you need information on. It provides access to online resources and indicate where to find the physical resources you need.

Search articles, books, journals & more

Search articles, books, journals & more

Online full text At my library Peer reviewed All time

Advanced search

Exam Papers Ounongo Repository Google Scholar

2. You can search for your topic by simply typing it in the search box and applying the limiters below the search box. Should you want to read and save the books and articles full text, you will have to log into your [Library Account](#). Access your account by clicking on Library Account under the My Library list next to the search box.
3. When you access your library account, you will be required to log in with your NUST student/staff credentials.

My Library

- Training
- My Library Account
- Ask a Librarian
- Library Venue Booking

NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Pick an account

Insert your NUST email address here, e.g. 12345679@nust.na

Use another account

NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

← 12345679@nust.na

Enter password

Forgot my password

Sign in

Hi! Please sign in to Office 365 with your NUST account.

- Then you will be prompted to verify your account. Choose your verification method. Verify your account by typing in the security code you received and click on 'Verify'. Agree with the terms.

The first screenshot shows the 'Verify your identity' screen for Namibia University of Science and Technology. It displays the email address 12345679@nust.na and offers two verification methods: 'Text +XXX XXXXXXXX77' and 'Call +XXX XXXXXXXX77'. There is a 'More information' link and a 'Cancel' button at the bottom.

The second screenshot shows the 'Enter code' screen. It displays the same email address and asks the user to enter the code received via text. The code '154353' is entered in the input field. There is a checked checkbox for 'Don't ask again for 90 days', a link for 'Sign in another way', and a 'More information' link. A blue 'Verify' button is at the bottom right.

What is available on the landing page?

- As you enter your account, you will note the **search box** and the **My dashboard** and **Research tools** on the lefthand side panel. Should you reach this page without being

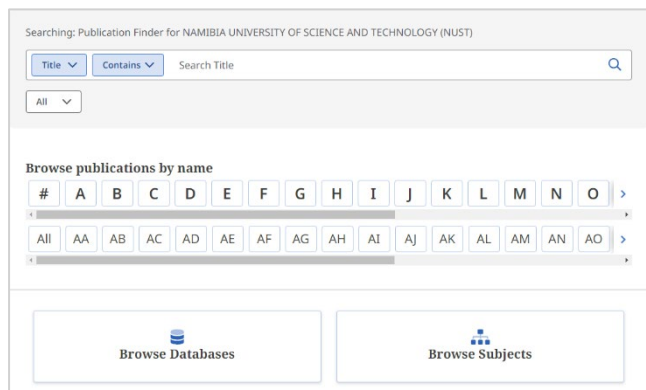
The screenshot shows the MyEBSCO landing page. On the left is a navigation menu with 'My dashboard' and 'Research tools' sections. The main area features a search bar with the text 'Search articles, books, journals & more' and a search icon. Below the search bar are filters for 'Online full text', 'At my library', 'Peer reviewed', and 'All time'. An 'Advanced search' link is on the right. The 'MyEBSCO' logo is in the top right corner, and a 'Feedback' button is on the right side.

logged in, you can click on **MyEBSCO** in the right-hand corner to log into your account.

6. My dashboard

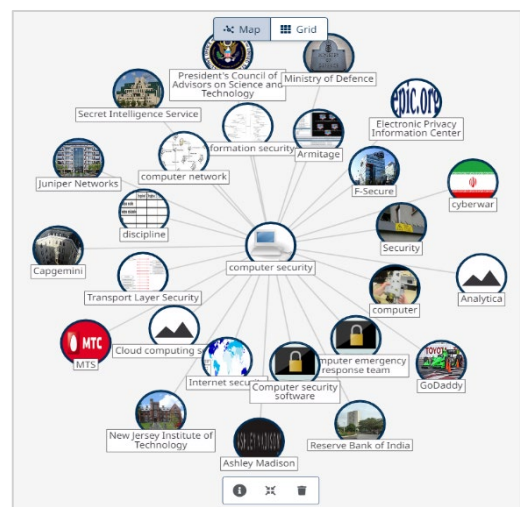
- **Overview** shows your most recently created projects, bookmarked (saved) articles, searches, and items you have viewed.
- **Projects** shows all the projects you have created or to create a new one.
- **Saved** shows all your bookmarked articles, eBooks, etc. as well as your saved searches. From the Saved items' view, you can remove bookmarks, add them to a Projects, share links to your items, or download .csv files of your bookmarked items detailed information. When viewing saves searches, any saved search that has also been [set up as an alert](#), is noted with the **Alert** indicator.
- **Searches** to view your **Search history** and **Search alerts** you have set up. Click a search term to re-run the search. Searches with a blue bookmark icon have been saved and are also available from the **Saved** view.
- **Viewed** to see a list of articles and e-books you previously viewed. Click the title to return to the details of the article or e-book.
- **Holds & checkouts** to view a list of items you have **checked out**, **holds/requests** you have made on a title, or any **fin**es owed. Here you can see when items are **due** and **renew loan** items yourself.

7. Research Tools



- **New search** takes you to an open search box.
- **Publications** allows you to search or browse all publications made available to you by your institution, regardless of the vendor or provider.

- **Concept map** provides a more visual and interactive approach to exploring topics with artificial intelligence. The primary purpose of it is to allow users to interactively and visually explore related concepts to construct effective search queries, yielding relevant, specific results.



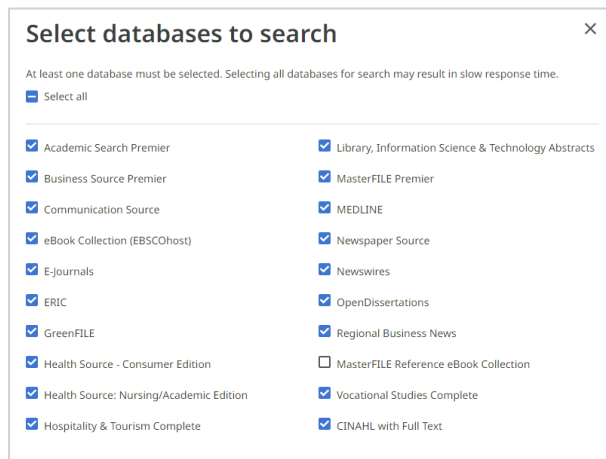
How to search on Library Search?

Basic Search

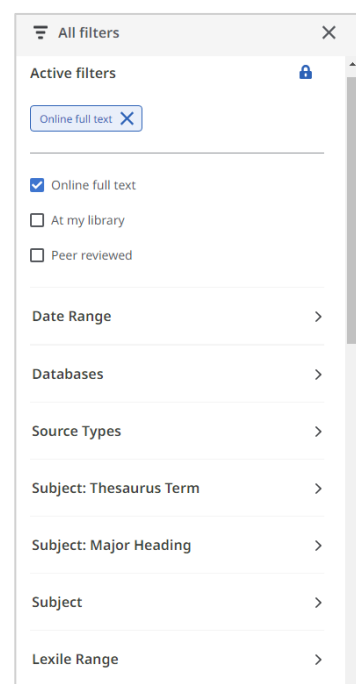
- The landing page automatically goes to the basic search box, where you can type in your search keywords, title of the item or the author's name(s). You can also select whether the publications should be online and full text, located at **your local library**, whether it should be **peer reviewed**, and in what **time frame** it should be published in, i.e. past 12 months, 5 years, or 10 years.



- The databases being searched is listed next to **'Searching:'** above the search box. If you click on the blue highlighted database, it will list the databases being searched. It will allow you to select or deselect the databases being searched.



- Just below the search box there are several **filters** you can select from to narrow or broaden your search. Most of the filters are obvious and easy to navigate. Lexile range might not be as obvious, but it refers to the reading difficulty of the resource. The higher the score, the more complex or difficult the resource is to read.



11. After typing your search term and clicking on the magnifying glass, you will be taken to a results list.

The screenshot shows a search results page for the query "leadership and management". The search bar at the top contains the text "leadership and management" and a magnifying glass icon. Below the search bar, there are several filters: "All filters (1)", "Online full text", "Peer reviewed", "All time", and "Source type". The results count is "Results: 244,293". The first result is titled "The Theory of Connectivism in Enhancing Leadership/Management Competences in E-Learning in Higher Education". The title has "Leadership/Management" highlighted in yellow. Below the title, there is a short abstract, a list of subjects (Learning Theories, Social Networks, Electronic Learning, Higher Education, Leadership, Administration, +4 more), and publication information (Published in: African Educational Research Journal, Nov 2016; Database: ERIC; By: Makina, Antonia). There are buttons for "Access options" and "View details". The second result is titled "Leadership, Management, and the Seven Keys." with "Leadership, Management" highlighted in yellow. It also has a short abstract and subjects (MANAGEMENT, LEADERSHIP).

12. **Important to note:** All the **blue highlighted and underlined terms and names** are links that will take you to other resources on that topic/subject or by that author, editor, or contributor.

13. When you click on the **Access options** drop-down menu below the resource details, you can choose the format in which you would like to view the resource in full text.

The screenshot shows the "Access options" drop-down menu. The menu is open, showing two options: "Online full text" (with a document icon) and "PDF" (with a PDF icon). The "Access options" button is at the top left, and "View details" is at the top right.

14. When selecting **View details**, you can view the full bibliographic description of the resource.

15. After opening the resource in full text, you will note the following icons at the top:

The screenshot shows a row of eight icons for resource actions. From left to right, the icons are: a globe (Translate), a list (Table of Contents), a headset (Listen), a bookmark (Save Item), a quote (Cite Item), a plus sign (Add to Project), a refresh (Save), and a printer (Print). Below each icon is its corresponding label: Translate, Table of Contents, Listen, Save Item, Cite Item, Add to Project, Save, and Print.

Advanced Search

16. Clients can also select the **Advanced Search** link to conduct a more detailed search.

Searching: Academic Search Premier (and 18 more)

Search fields:

- Field 1: [Empty] All fields
- AND [Empty] All fields
- AND [Empty] All fields

+ Add fields Basic search Search

Filters Publications Subjects CINAHL Headings More

Filters:

- Online full text Clear all
- At my library
- Peer reviewed

Date Range:

- All time
- Past 12 months
- Past 5 years
- Past 10 years
- Custom range

17. The Advanced Search provides the **Filters tab**, which lists filters you can use limit your search to **online full text**, items **at your library**, and **peer reviewed** items.

18. The **Publications tab**, next to the Filters tab, provides an **alphabetical list** of publications per database. You can also conduct a **search** for publications based on certain **words** in the title or topic. Alternatively, you can also search according to **subject or description**. In the list of publications, it will be indicated whether the publication is available in **full text** (green). The databases

Filters Publications Subjects CINAHL Headings More

Academic Search Pre... Search for publications in Academic Search Premier -- Publications

Alphabetical Match any words Subject and description Add to search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- I + A: Investigación + Acción
- À Jour - Psychotherapie Berufsentwicklung
- AAC: Augmentative & Alternative Communication
- AACN Clinical Issues: Advanced Practice in Acute & Critical Care
- AAHGS News: The Bi-Monthly Newsletter of the Afro-American Historical & Genealogical Society, Inc.
- AANA Journal PDF

to be searched can be selected from the drop-down menu on the left and the topic to be searched can be entered in the search box on the right.

16. The **Subjects tab** offers search terms to be used when searching for certain **subject terms**. It also allows you to select the subject term **thesaurus** from the drop-down menu left of the search box. The subject function provides the option to **add more terms** to your search. The thesaurus allows you to browse for subject terms you can use to search the database. Subject terms are assigned based on article content, allowing you to create a targeted search.

It also allows you to select whether your results should be provided according to the **first word** (Term begins with) in your search topic or string, or whether it should be **relevancy ranked**. Relevance ranking is determined by algorithms on how relevant each text document is for the given query.

Filters Publications **Subjects** CINAHL Headings More

Academic Search Pre... Leadership

Relevancy ranked Term begins with

Join terms using: OR Add to search

Term	Explore
<input type="checkbox"/> LEADERSHIP	<input checked="" type="checkbox"/> <input checked="" type="button" value="v"/>
<input type="checkbox"/> LEADERSHIP & religion	<input type="checkbox"/>
<input type="checkbox"/> LEADERSHIP (in religion, folklore, etc.) Use: LEADERSHIP & religion	
<input type="checkbox"/> LEADERSHIP -- Ability testing Use: LEADERSHIP ability testing	
<input type="checkbox"/> LEADERSHIP -- Awards Use: LEADERSHIP awards	
<input type="checkbox"/> LEADERSHIP -- Biblical teaching Use: LEADERSHIP in the Bible	

Some of the terms has a **expand** option on the right, which provides details on what is topics are covered or excluded when using the term.

LEADERSHIP



Here are entered works on the quality, power, or ability to lead others founded upon the prestige of position or upon ability and qualities of character. Works on the exercise of military leadership and power of decision by commanders over their subordinates by virtue of authority, rank, and responsibility are entered under "Command of troops." [EPC]

By clicking on the blue highlighted term, all preferred, broader, and narrower terms covered by the term you are searching for will display. The **explode option** will only appear when there are narrower terms available. At this point you can deselect some of the terms you are not looking for.

Advanced search also offers CINAHL and MEDLINE subject headings.

LEADERSHIP

Preferred terms:

LEADERSHIP

Broader terms:

ABILITY

Narrower terms:

ABORIGINAL Australian leadership

AFRICAN American leadership

AUTHENTIC leadership