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### A Library Toolbar for Busy Professors and Staff

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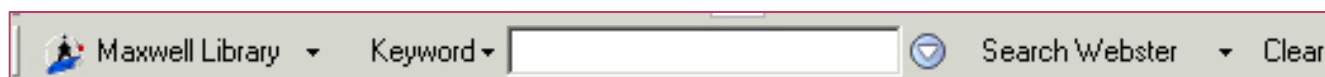
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## Maxwell Library Toolbar – Your Research Companion



### DOWNLOAD LINKS

#### For Firefox Browser

#### For Internet Explorer (Windows XP only)

*Notes: The toolbar works more effectively with Firefox browser as it was originally built as a Firefox plug-in. We apologize that this toolbar **cannot work** with Windows 7.*

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### 1 Getting started

Follow one of the links given at the beginning to install the toolbar. The installation takes about 2 or 3 minutes and the process is breathless. When your browser starts again, the toolbar will appear on the top of the web page's content area. See the figure below.



The next step is to set up your Google Scholar preferences.

Go to Google Scholar's web site at <http://scholar.google.com/>. The Scholar Preferences is under a gear icon located on the top right hand corner. Click on that gear and then click on the Scholar Preferences option. On the Preferences setting page, look for the Library Links section. In the text box, type in Stanford and click on the Find Library button. When Stanford University – Find it@Stanford and Stanford University Medical Center lines appear, check both. If you are on campus, two other options will appear. See the figure below. Check both of them as well. If you are off campus, you will need to type them in and locate them manually. After you are done, scroll up to the top. Click on the Save Preferences button on the right to save your settings.

**Library Links**  
[\(what's this?\)](#)

Show library access links for (choose up to three libraries):

- MBLC, Mass Board of Library Commissioners - AONE Full Text @ MBLC
- Open WorldCat - Library Search
- Stanford University - Find it@Stanford
- Stanford University Medical Center - Find It @ Stanford Med

Now you can start to enter your search terms in the toolbar's text box and click on the pull down arrow to select the database you want to search. When the selected database appears, you can click on it and start your search.

**Caveat:** Your browser will open a new window for each new search. So, be aware to close each new window when you don't need it.

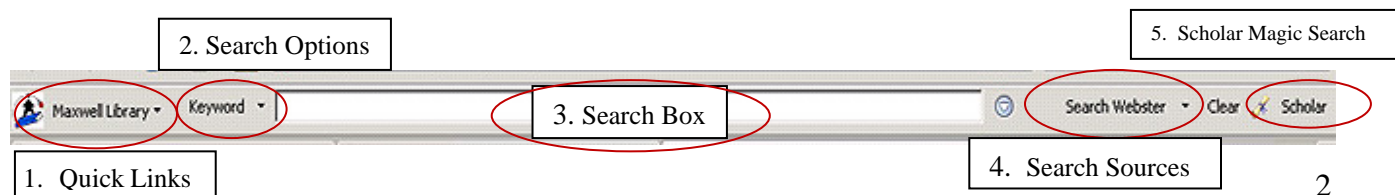
## 2 Recognizing two icons: Webster and LinkSource

It is important to recognize these two icons shown below before you start to search with this toolbar because they act like a light house indicating that the library may have what you are looking for when you are out surfing on the immense World Wide Web. When you see one of them, just click on it. The left is our Webster icon and the right is our LinkSource icon. Webster is the library's online catalog. LinkSource is an article linking system the library owns. The Webster icon will link you to the bibliographic records with item availability information. The LinkSource Icon will take you to a menu populated with options including full text article links, InterLibrary Loan request link, library catalog, etc.



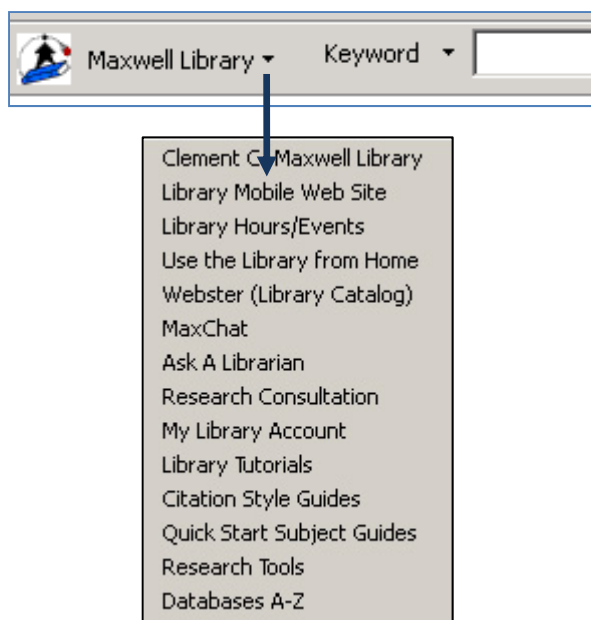
## 3. What are bundled in the toolbar?

Quick links, search methods (or options), search text box, search sources (databases and Web sites), Clear button, and Scholar magic search button.



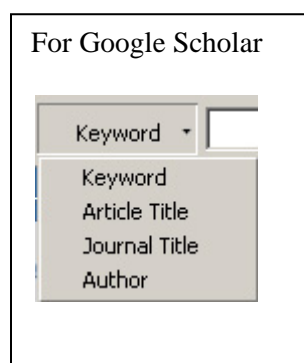
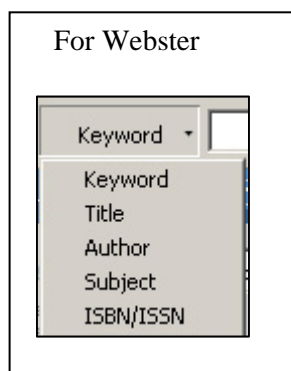
#### 4. What are Quick Links?

They are frequently used links. See the picture below. You can access any one of the links anytime you want to when you are on the web. As a result, visiting the library home page is not necessary.



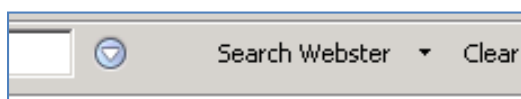
#### 5. What search options (or methods) can I use?


You can do a keyword, a title, an author, or a journal title search depending on the search source you choose. For example, the search options for searching Webster, the library online catalog, include keyword, title, Author, Subject, ISBN/ISSN, and Call Number, while options for Google Scholar only include keyword, article title, journal title, and author.



#### 6. What databases and web sites can I search?

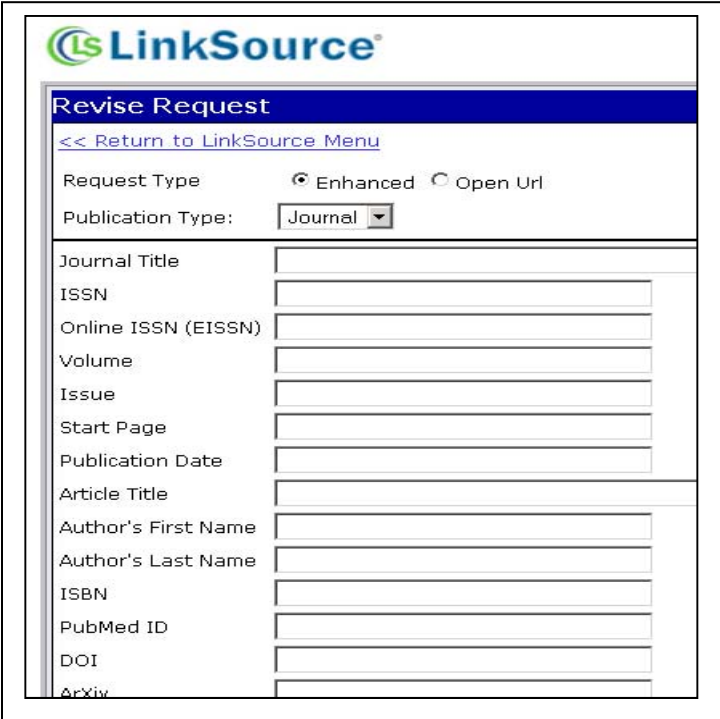
At present, the toolbar allows you to search more than 22 major databases owned by the library. See the picture below. More will be added in the future.



- 
- Search Webster
  - Search Open WorldCat
  - Search Google Scholar
  - Search Britannica Encyclopedia Online
  - Search Credo Reference
  - Search Oxford English Dictionary
  - Search Find Journal/Periodicals by Title
  - Search Films On Demand
  - Search Academic Search Premier (Ebsco)
  - Search Ebsco - All Databases - Full Text
  - Search Art Full Text
  - Search Criminal Justice Collection
  - Search Emerald Online Library
  - Search Gale Database Power Search
  - Search JSTOR
  - Search Project MUSE
  - Search ACM Digital Library
  - Search Oxford Music Online
  - Search PubGet
  - Search Biological Science Collection
  - Search Science Direct
  - Search ProQuest News & Newspapers
  - Search New York Times, 1851-2007

## 7. What is the article checker included in the Quick Links list?

The article checker is a web query form. See Figure 3. It is linked to the library's LinkSource system, an automatic full text article look-up system, so to speak. The form allows you to type in the citation data of a book or an article such as journal title, article title, author, volume, etc. When you finish with your typing, click on the Submit button. The typed data will be sent to LinkSource. LinkSource will then automatically search the library databases to locate your article and bring it up to the screen for you. If your article cannot be located in any one of the library databases, LinkSource will provide you a link to the library's InterLibrary Loan and Document Delivery system (ILL/DDS). When you are at the InterLibrary Loan system, you can log in with your BSC credentials. Once you successfully log in, your citation data will be automatically copied to the request form. This saves time typing. The article checker



**LinkSource**

**Revise Request**

[<< Return to LinkSource Menu](#)

Request Type:  Enhanced  Open Url

Publication Type:

Journal Title:

ISSN:

Online ISSN (EISSN):

Volume:

Issue:

Start Page:

Publication Date:

Article Title:

Author's First Name:

Author's Last Name:

ISBN:

PubMed ID:

DOI:

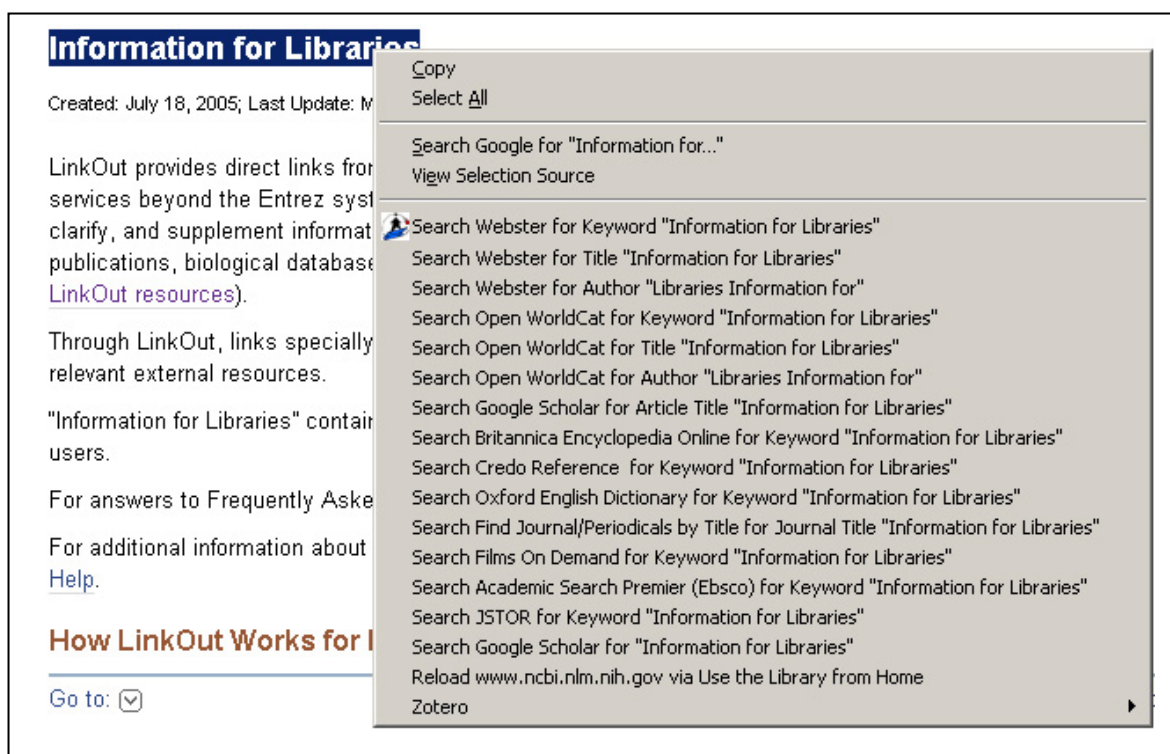
ArXiv:

becomes particularly handy when you already have the citation data of an article you are looking for in hand.

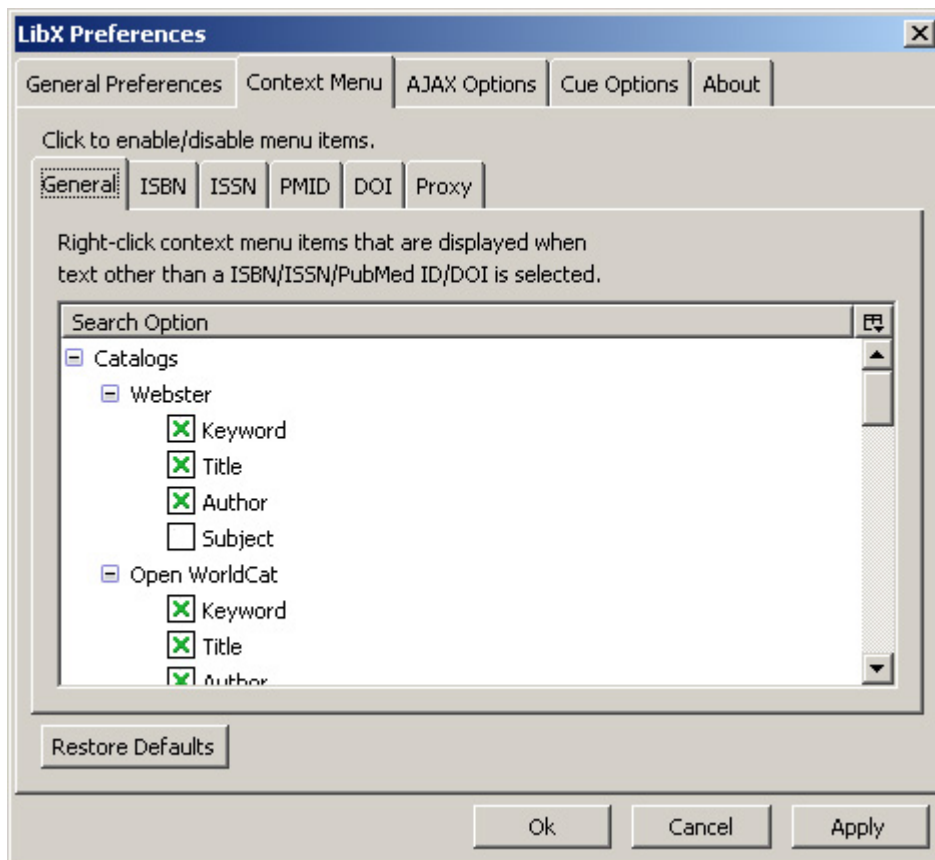
Try out this citation: Duff, Desiree C and et al. (2007) Testing public anxiety treatments against a credible placebo control, *Communication Education*, vol. 56, No. 1, pp. 72-88. You can type in the title and the journal name. These two fields are mandatory. Click on the Submit button at the bottom of the form and see what would show up on the LinkSource menu. Then go back to the form and type in volume number and issue number. Click on the Submit button again. When LinkSource menu comes up again, you can compare the two LinkSource menus to see the differences. Apparently, the more citation data you could type in, the more precise the result will be.

## 8 What is the right-click context menu (or right-click shortcut menu)?


Whenever you are doing a Google search or doing a search on the other web site, if you see something that interests you, you can highlight the phrase and right click to bring up a context menu. You can find many possible search options offered on that menu. See Figure 4. You can then click on any one of the options to start a search. You can search Webster, Open WorldCat, EBSCO databases, or Google Scholar as you wish. This context menu actually allows you to do a search on the fly from anywhere on the web.



In fact, you can set up the context menu the way you want. Click on the Quick Links pull down list button. Move your mouse down to the bottom and click on the LibX Preferences. In the LibX Preferences dialog box (see below), click on the Context Menu tab. You can check all the options provided by that tab. However, the more you check, the longer your context menu will be. To have a length that you like, you may want just to check some often used options. Remember to click on the Apply button after you have checked the options you like to have.



## 9. What is a Cue Search?

Whenever you see a Webster icon  on a web page, you can issue a Webster search just by clicking on it. This is called a cue search. Cues appear in some web pages you visit. They signal that the library may have the items you are interested. For instance, Webster cues will appear on Amazon and Barnes & Noble websites. Cues also appear on Google, Yahoo!, the NY Times Book Review, and other web pages. Below are web sites showing Webster cues:

[abebooks.com](http://abebooks.com)  
[Barnes & Noble](http://Barnes%20%26amp;%20Noble.com)  
[google.com](http://google.com)  
[powells.com](http://powells.com)  
[Yahoo.com](http://Yahoo.com)

[alibris.com](http://alibris.com)  
[Amazon.com](http://Amazon.com)  
[ecampus.com](http://ecampus.com)  
[chapters.ca](http://chapters.ca)  
[Booklistonline.com](http://Booklistonline.com)

## 10. How do I know the Library has the articles that I need when I search Google Scholar?

The Library's article linking system, LinkSource, will do the trick. When you search Google Scholar, the LinkSource icon will show up near the end of an entry on your search result list if the library has that entry or the journal that carries that entry. When you click on the LinkSource icon, you will bring up a LinkSource menu with the links to the full text databases that contain your entry. If the library's databases happen not to have your entry, LinkSource will provide you a link to the library's InterLibrary Loan system. You can then submit a document delivery request immediately. Keep in mind that in order to have LinkSource icons appear on your search result list, you need to set up Google Scholar preferences first. Instructions on setting up Google Scholar's preferences are given in the Getting Started section.

### **11. Can I issue a search inside a PDF article that I am reading?**

Yes! When you find any publication listed in the References section of a PDF document that you are reading online, you can highlight the title or author, drag it to the toolbar's search box, and issue a search. Sometimes, the drag and drop feature may not work properly with IE. When that happens, you can just copy and paste the highlighted text to the search box and start a search.

### **12. What else do I need to know?**

You might open too many windows or too many tabs when you are doing a series of searches because each search will get its own window or its own tab. So, you may need to close some windows or tabs while you are moving along. By doing that, you will not get confused.

### **13. Can I use this toolbar at home?**

Yes! Just be aware that you may be prompted for login for your BSU email login IDs when you click on LinkSource icon or access the library databases from the toolbar. But, you will only be prompted once before you close your browser.

### **14. How often will the toolbar be updated?**

It depends! We may make changes to the toolbar based on your feedback. It is a necessary process in order to keep the toolbar current and useful. You are very welcome to send us your feedback because we want to know what we can improve and what you think. However, when a new version is released, Firefox can detect it automatically by itself and alerts you new release is ready for you to install. Or, you can go to Firefox's Tools menu then click on the Add-ons command to check if a new release is ready or not. See below.

For Windows XP IE users, we will announce the new releases on the Library's web site. IE users can use the same link, <http://libx.org/editions/0C/23/0C23DC3C/libx-0C23DC3C.exe>, to install the upgrade.

### **15. Whom am I supposed to contact if I run into problems with the toolbar?**

You can contact Sheau-Hwang Chang, Head of Library System, by phone at 508.531.1766 or by e-mail at [schang@bridgew.edu](mailto:schang@bridgew.edu).