Accessing **Weeks-Townsend Memorial Library** (WTML) Databases via the **Library and Information Resources** page….

1) Go to the *Library* page. One way to access the page is from the Union Home Page **www.unionky.edu** via the *Quick Launch/Jump to* links.

2) Or simply enter the **Library and Information Resources** page url:  
   **http://www.unionky.edu/Library/Resources.asp**

3) To search *multiple journal* databases via one search portal, use EBSCOhost Integrated Search.

   Select **OFF CAMPUS LINK** to access resources from a remote location.
Once you select **OFF CAMPUS LINK**, when prompted enter the current username and password. 
(NOTE: The username and password are *case and numeral sensitive*.)

Though the username remains constant, **the password changes every academic semester**. To get the latest password, contact the Information Desk at 546-1240, library@unionky.edu or you may get this information by logging in to your MyUnion account [https://my.unionky.edu/ics](https://my.unionky.edu/ics). Once logged in, select the STUDENTS tab and open the Library folder in the left hand column. Scroll down the page to see the current username/password.

4) Select one of the pre-set subject categories, for example, **Wellness and Recreation**, to continue your search:

![Choose Databases by Subject](image)

5) Continue to follow the subject link:

![Wellness and Recreation](image)

6) Enter keywords or brief phrases and click **SEARCH**.

![Search](image)
7) Narrow your search results as appropriate:

8) Choose Show More to further limit your results, most notably for Full Text articles or Scholarly (Peer Reviewed) Journals.

NOTE this “quirk”: Limiting to Full Text and/or Scholarly (Peer Reviewed) Journals may remove search results from certain databases due to search constraints, even though the database includes full text and/or scholarly information, for example, JSTOR.
9) Click on a specific title to open the ABSTRACT page (journal articles).

NOTE: Though this article is available Full Text, not all articles are.
10) To search multiple reference databases via one search portal, use Credo Reference Online.

If using the OFF CAMPUS LINK, enter the username and password for remote access when prompted. (If needed, reference #3 above for the procedure.)

11) Enter keywords or brief phrases and click SEARCH.

12) If included, use Topic Pages BETA for your topic as these pages link to multiple reference, journal, book, and video resources.
13) Narrow your search results as appropriate and/or access additional resources:

14) Not all WTML databases are included in EBSCOhost Integrated Search or Credo Reference Online. To access these specific databases (for example, ARTstor), scroll down on the main Library and Information Resources page http://www.unionky.edu/Library/Resources.asp to the section headed Library and Information Resources and search via the alphabetical title index or via title of the database.
15) Select **OFF CAMPUS LINK** to access the database from a remote location. Enter the appropriate username and password when prompted. (If needed, reference #3 above for the procedure.)

16) **Need help with documentation?** Go to [www.dianahacker.com/resdoc](http://www.dianahacker.com/resdoc) for information re: MLA, APA, Chicago, and CSE.

To receive assistance when the Library is closed, email refdesk@unionky.edu. You should receive a response within 24 hours unless the library is observing a national holiday, e.g., Christmas.