



## Tutorial for Searching the ATLA Religion Database with ATLA Serials Plus

(Revised May 17, 2022)

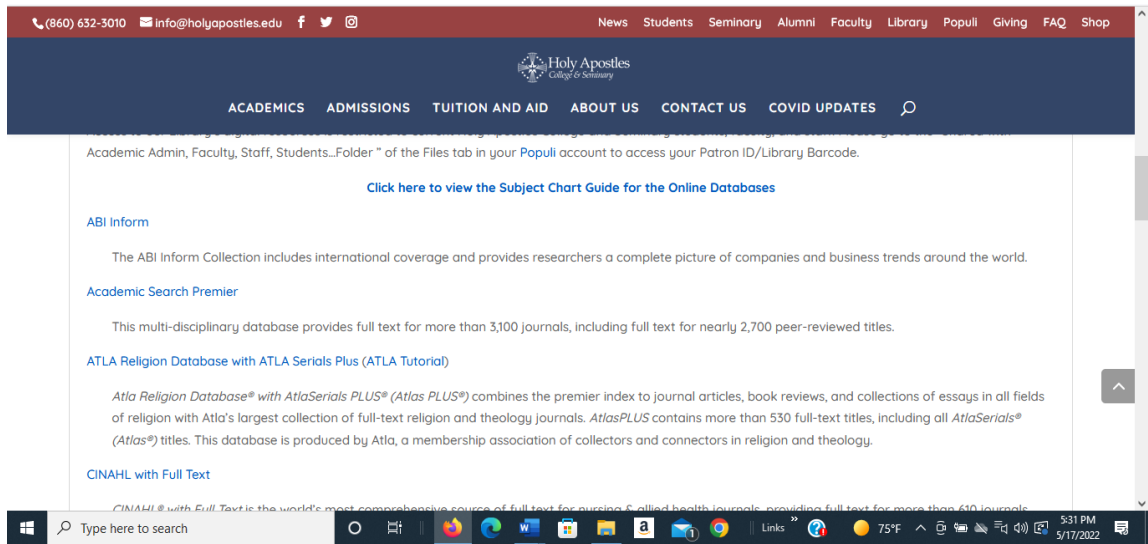
### Begin by locating your Patron ID/Library Barcode:

1. Log into Populi.
2. Go to the “Files” tab in the upper left-hand corner of your Populi account.
3. Select the “Shared with Academic Admin, Faculty, Staff, Students...Folder.”
4. Select the “Patron ID/Library Barcode” Word document.
5. Open this document to locate your 14-digit Patron ID/Library Barcode.
6. Use this 14-digit Patron ID/Library Barcode to access our online databases.

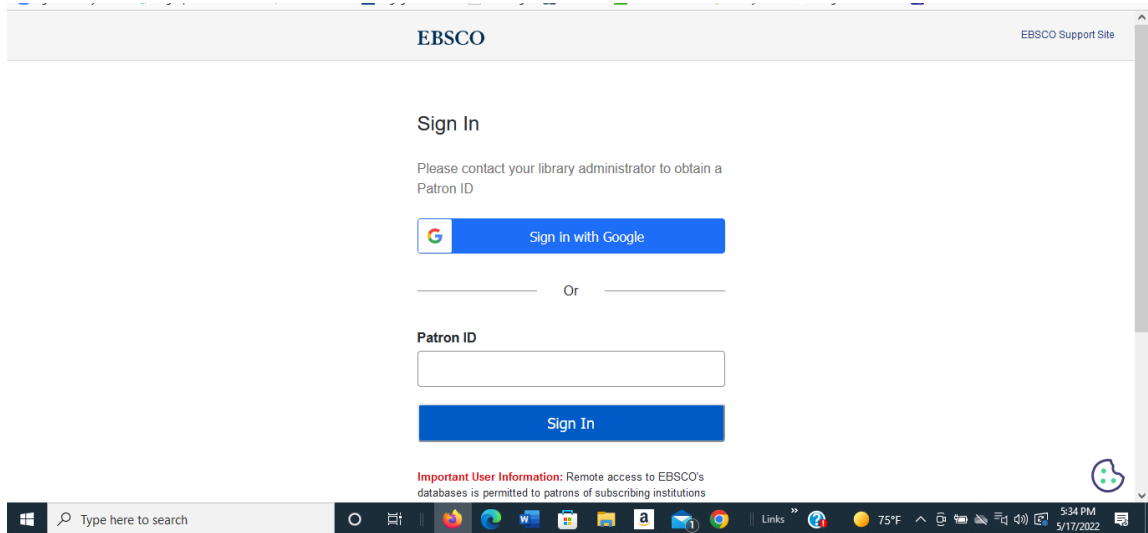
1. Go to the Library Webpage at [www.holyapostles.edu/library](http://www.holyapostles.edu/library). Scroll down to the Research and Discovery section. Please note the instructions on how to access our digital resources.

The screenshot shows the Holy Apostles Library website. The top navigation bar includes links for News, Students, Seminary, Alumni, Faculty, Library, Populi, Giving, FAQ, and Shop. Below this is a dark blue header with the Holy Apostles logo and navigation links for ACADEMICS, ADMISSIONS, TUITION AND AID, ABOUT US, CONTACT US, and COVID UPDATES. The main content area is titled "Discovery & Research" and features a "Books (Print Book Collection)" section. Below this is a "Databases (A-Z Listing)" section with a message: "Access to our Library's digital resources is restricted to current Holy Apostles College and Seminary students, faculty, and staff. Please go to the 'Shared with Academic Admin, Faculty, Staff, Students...Folder' of the Files tab in your Populi account to access your Patron ID/Library Barcode." A link is provided: "Click here to view the Subject Chart Guide for the Online Databases". Below this are sections for "ABI Inform" and "Academic Search Premier". The ABI Inform section states: "The ABI Inform Collection includes international coverage and provides researchers a complete picture of companies and business trends around the world." The Academic Search Premier section states: "This multi-disciplinary database provides full text for more than 3,100 journals, including full text for nearly 2,700 peer-reviewed titles." The bottom of the screenshot shows a Windows taskbar with the search bar and system tray.

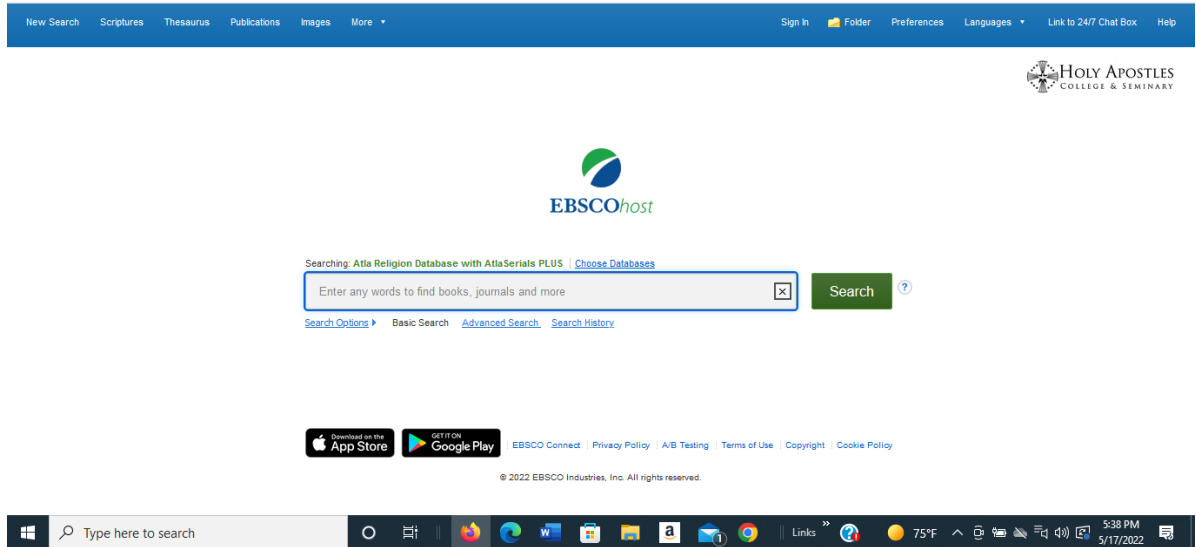
2. Select Databases (A-Z Listing). Click on the ATLA Religion Database with ATLA Serials.



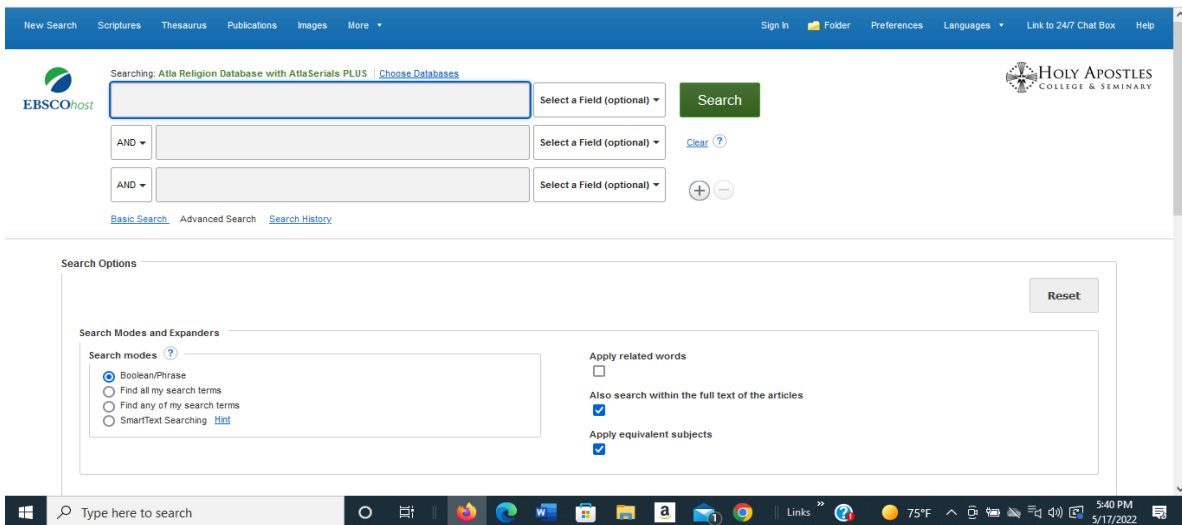
3. Enter your 14-digit Patron ID/Library Barcode in the appropriate box. You may also sign in with your Holy Apostles Gmail account.



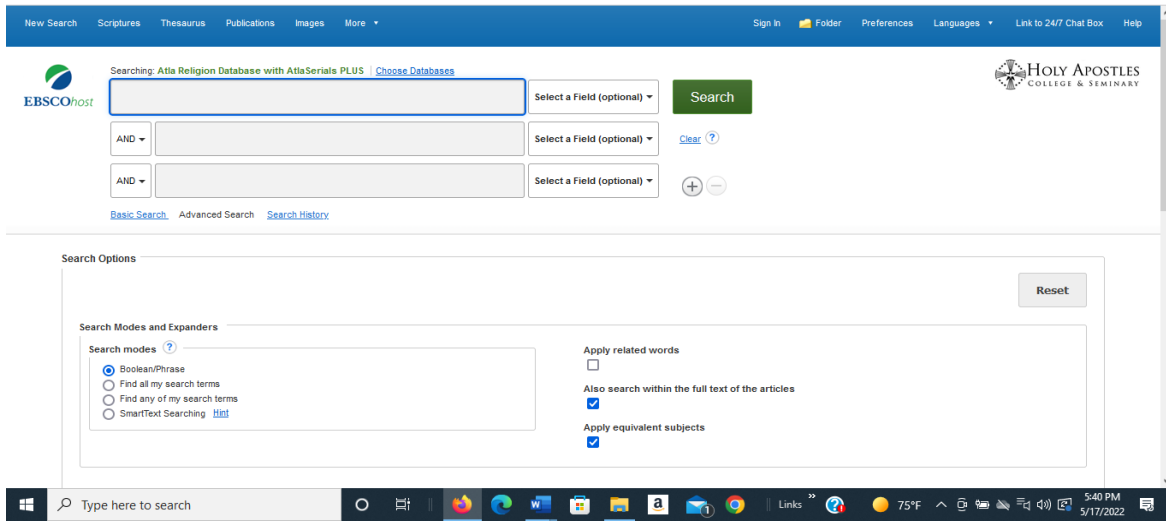
4. Once you have logged into ATLA, you will see the Basic search screen with the EBSCOhost symbol to indicate you have entered the EBSCO platform. The name of the database you are searching will be printed above the single Basic search box.



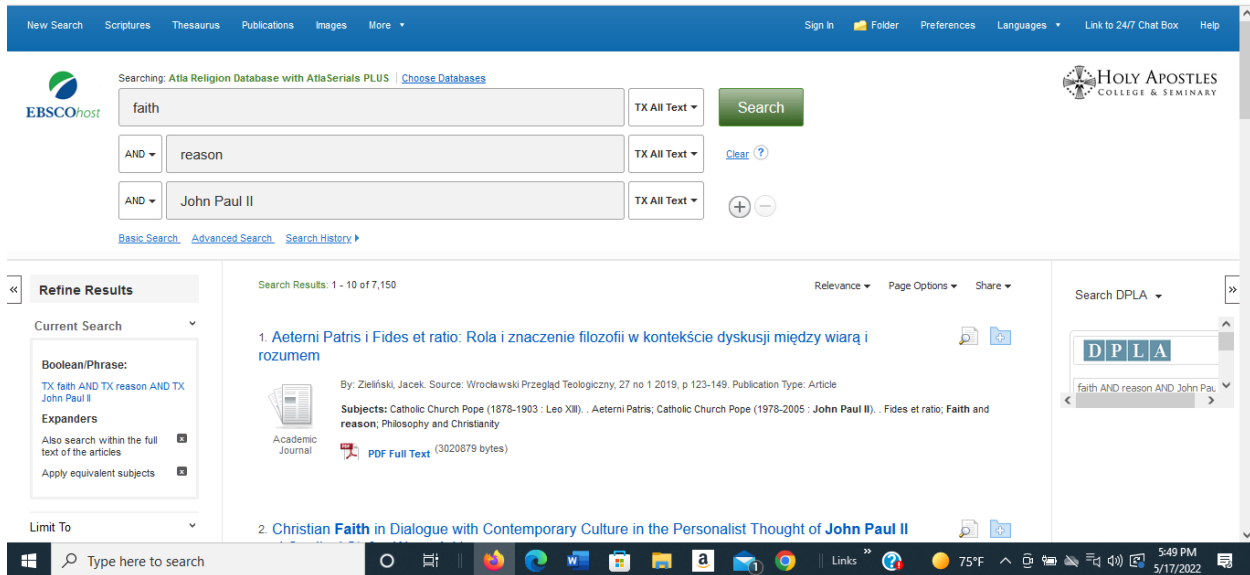
5. At the Basic Search screen, click on the Advanced Search button, located beneath the search box. The new screen will have three search boxes.



6. At the Advanced Search Screen, type in your search terms. You may type a different term in each box. You may also add another search box by clicking on the “+” sign at the right of the third box.



7. In the following example, we have typed three different search terms in our quest to find articles by or about Pope John Paul II regarding faith and reason. We kept the search fields “all text.” This search has resulted in 7,150 citations.



8. For more precision, you may change the search fields. In this example, we changed the fields to “subject” for both faith and reason. We kept John Paul II “all text” to locate articles both by JP II and about JP II. This search resulted in 263 citations.

The screenshot shows the EBSCOhost search interface. At the top, there are navigation links for 'New Search', 'Scriptures', 'Thesaurus', 'Publications', 'Images', and 'More'. On the right, there are links for 'Sign In', 'Folder', 'Preferences', 'Languages', 'Link to 24/7 Chat Box', and 'Help'. The search area contains three input fields: 'faith', 'reason', and 'John Paul II', each with a dropdown menu set to 'SU Subjects'. A 'Search' button is to the right. Below the search area, there are links for 'Basic Search', 'Advanced Search', and 'Search History'. The results section shows 'Search Results: 1 - 10 of 263'. The first result is '1. The Main Aspects of John Paul II's Encyclical Fides et ratio in the Current Historical and Theological Environment' by Kopiciec, Maksim Adam. The second result is '2. DVA KRILA LJUDSKOG DUHA: CRTICE U POVODU DVADEST GODINA FIDES ET RATIO'. On the left, the 'Refine Results' section shows the current search: 'SU faith AND SU reason AND John Paul II'. Under 'Expanders', there are checkboxes for 'Also search within the full text of the articles' and 'Apply equivalent subjects'. Under 'Limit To', there are checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Open Access'. The 'Scholarly (Peer Reviewed) Journals' checkbox is checked. At the bottom, there is a Windows taskbar with various application icons and a system tray showing the date and time as 5:47 PM on 5/17/2022.

9. To limit your results further, go to the left side of your screen under “Limit to” by checking the boxes in front of:

### Limit To

- Full Text
- Scholarly (Peer Reviewed) Journals
- Open Access

Limit next by Source Type by checking Academic Journals

### Limit by Source Type

- All Results
- Academic Journals
- Reviews

10. Your results have now decreased to 108 full text, academic, peer-reviewed scholarly articles.

The screenshot displays the EBSCOhost search interface. At the top, there are navigation tabs for 'New Search', 'Scriptures', 'Thesaurus', 'Publications', 'Images', and 'More'. On the right, there are links for 'Sign In', 'Folder', 'Preferences', 'Languages', and 'Link to 24/7 Chat Box'. The search bar contains the query 'faith AND reason AND John Paul II'. Below the search bar, there are options for 'SU Subjects' and 'TX All Text'. The search results are displayed in a list format, with the first result being '1. The Main Aspects of John Paul II's Encyclical Fides et ratio in the Current Historical and Theological Environment'. The second result is '2. DVA KRILA LJUDSKOG DUHA: CRTICE U POVODU DVADEST GODINA FIDES ET RATIO'. The interface also includes a 'Refine Results' sidebar on the left and a 'Search DPLA' sidebar on the right.

11. The results are reported by relevance. You can see that number 1, “The Main Aspects of John Paul II's Encyclical Fides et ratio in the Current Historical and Theological Environment” may be exactly the type of article you are looking for: – an academic, scholarly, peer reviewed article. You can now read this article, download, print, or email it to yourself.

12. To further limit your results, scroll down along the left side of your screen. You may change your results by the following filters:

- Publication dates – left click and hold the lower date and drag to the right or visa versa
- Subjects – select those more specific subject breakdowns that interest you
- Publications – limit to specific title(s) indexed
- Language – limit to specific language(s)

13. You should use this same search technique in any other database listed on our Library webpage. Most of our databases are hosted by EBSCOhost and the platform will look familiar to you after a few searches. You may also establish a **free account with EBSCOhost** by following the link at the “Sign In” tab in the upper right-hand corner of every EBSCOhost page.

14. If you require further assistance, or you would like to schedule an individual tutorial, please contact me at [library@holypostles.edu](mailto:library@holypostles.edu) or at 860-632-3011.

Clare Adamo / Director of Library Services (5/17/22)