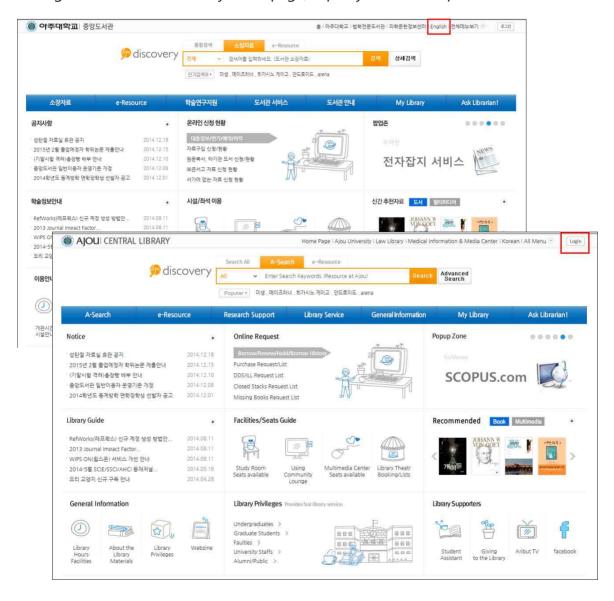
# III. Use of Central Library for Thesis Writing

## 1. Login to the library homepage

To login to the central library homepage, input your ID and password.



- 1) Connect to "http://library.ajou.ac.kr"
- 2) Click the "English"
- 3) Input your ID / password (same with your Ajou University) and click the "Login". You can find message of login success

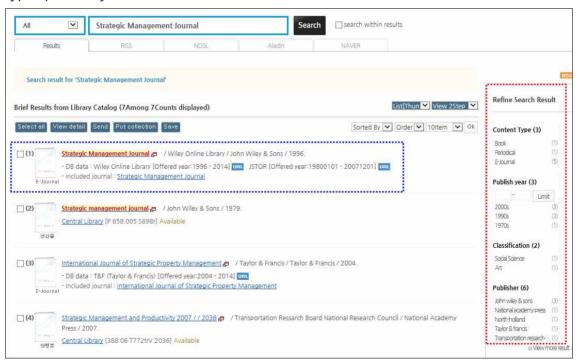
#### 2. Journal search

<sample>
Xia, J. Li, S.
The divestiture of acquired subunits: A resource dependence approach
(2013) Strategic Management Journal, 34 (2), pp. 131-148.

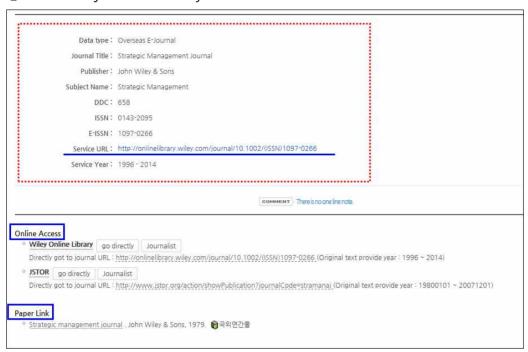
Library homepage → A-Search → Type the Journal name



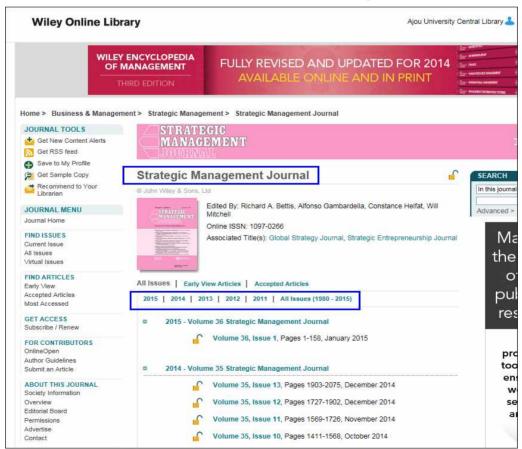
② The search results appear in the screen. You can refine results by content type, publish year, Publisher etc.



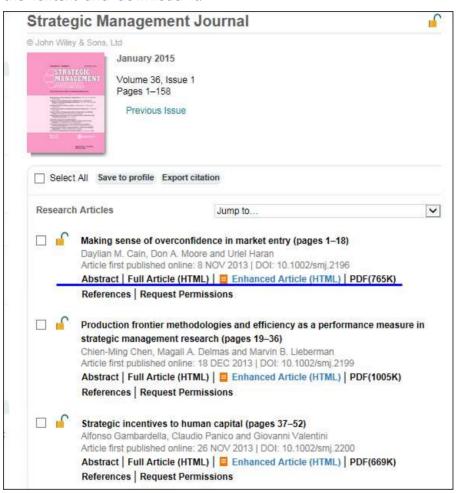
3 Click the journal name. you can see the detailed information



4 Click the "service URL" to connect to Journal page in the publisher's site



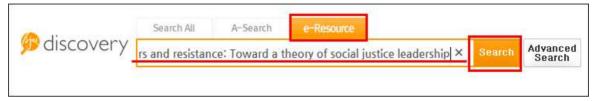
⑤ Choose the Year, volume, issue and find the article you want. You can see the fulltext and download it.



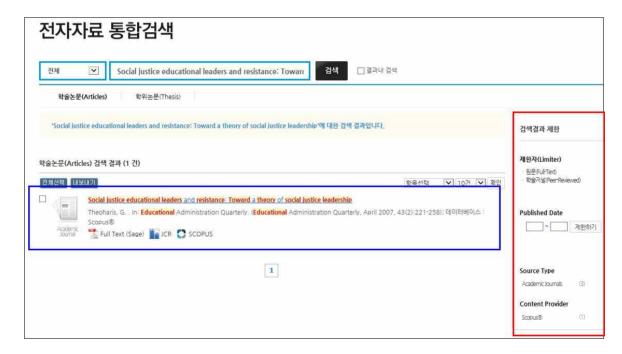


#### 3. Article Search

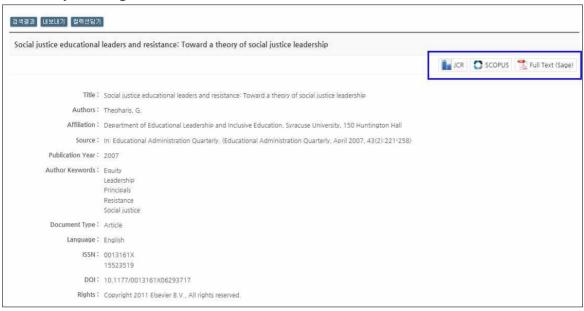
① library homepage → e-Resource tap → Type the Article name



② The search results appear in the screen. You can refine results by fulltext, peer-reviewed, published date, Source Type etc. After clicking the fulltext button, you can directly access the fulltext. If you need more information, please click the article name.



③ You can see the detail bibliography of it. After then, you can go to the fulltext by clicking



4 You go to the publisher site to get the fulltext and see, print, download it



freely.

<sample>

Gladys Achoegbe Ashu (2014). The Impact of Chinese Aid to Cameroon Economic Growth. Graduate School of International Studies Ajou University

#### 4. Ajou GSIS Thesis Searching

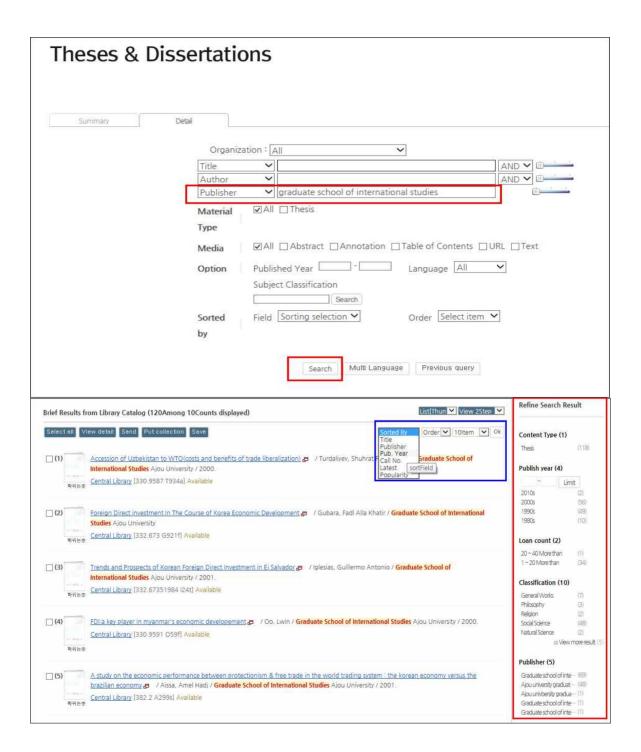
① library homepage → choose A-Search → click Theses & Dissertations



- 2 Type in "Graduate school of international studies" at publisher field.
- 3 The search results appear in the screen. You can sort by title, publisher, pub year, etc. And also you can refine search result by publish year, loan count, etc.
- 4 There are two ways to get a thesis.

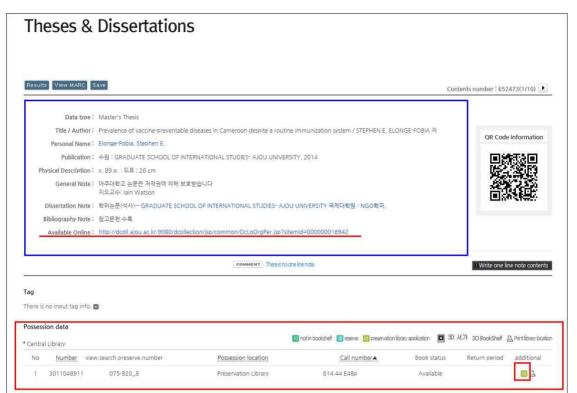
When you click the title of thesis, some have a detail about "Available online". In this case you can directly see and download this thesis.

but if there is no details about "Available online", you should request this thesis . because all thesis in central library hold in stack room that student can not go down.

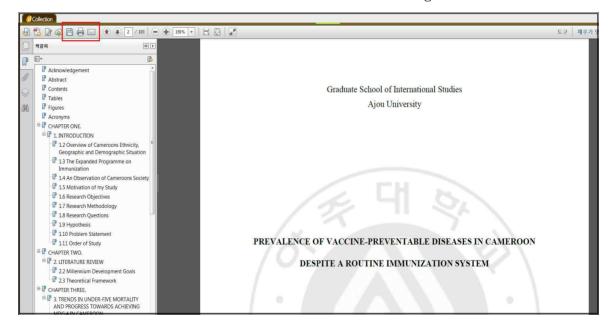


# 5. Foreign Thesis & Dissertation search DDOD(Digital Dissertations On Demand)

DDOD service which is provided by KERIS provides doctoral theses from top ranking schools in each subject area, assessed by such publications as US News & World Report and the German Report. It offers the full pages to you since 1999.

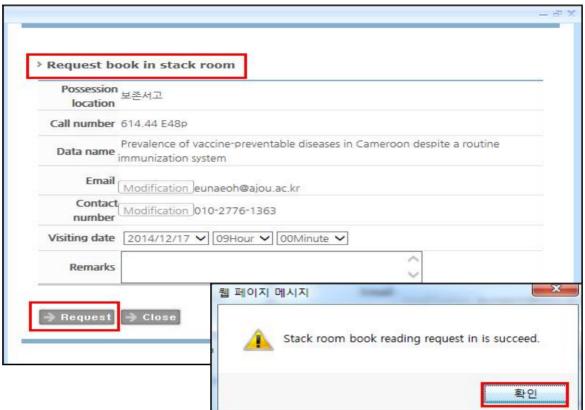


<image of "Available online">

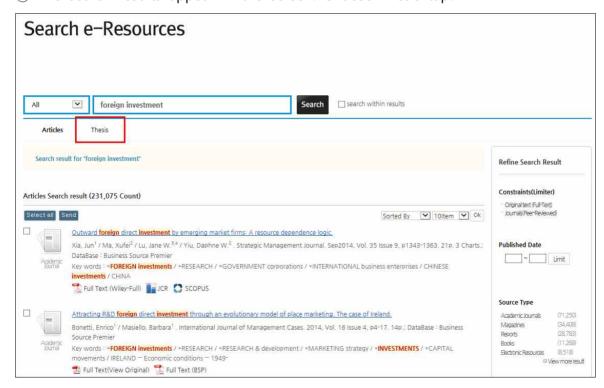


① library homepage → e-Resource tap → Type the keyword





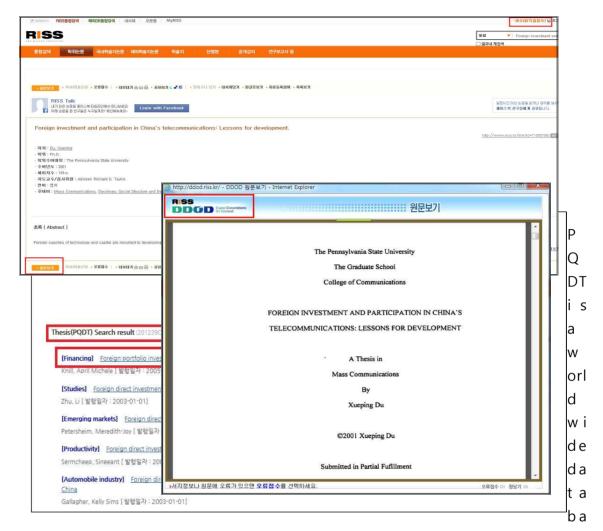
2) The search results appear in the screen. Choose Thesis tap.



3 You can find the thesis that provided by DDOD.



4 After clicking title of DDOD thesis, You can see new window appear. And clicking the orange icon, then you can open fulltext of this thesis



se, providing bibliographic information and abstracts of theses and dissertations from 1,500 universities in North America, Europe and Asia, and thesis information can be searched here from 1743 until today. Latest theses after 1997 provide a preview up to 24 pages, and theses found via PQDT can be ordered in various forms online.

Cost of a thesis in PODT is \$ 38.

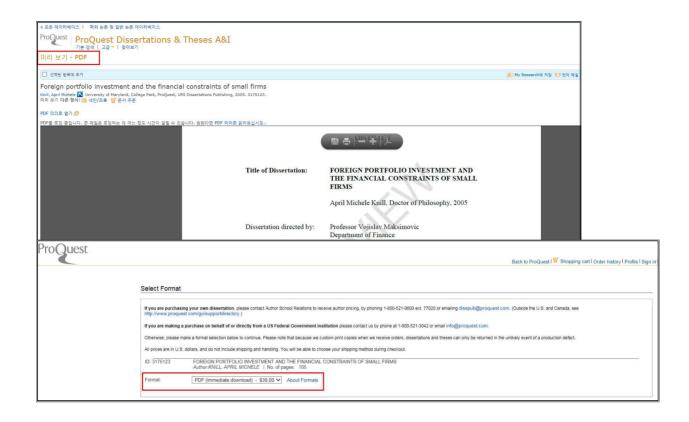
① After searching thesis, You can find thesis(PQDT) seaech results.

② After Clicking the title of thesis that you want to get, you can see new window of PQDT homepage



PQDT provide preview of first 24 pages. If you want to get this thesis you can buy via credit card after checking preview pages.

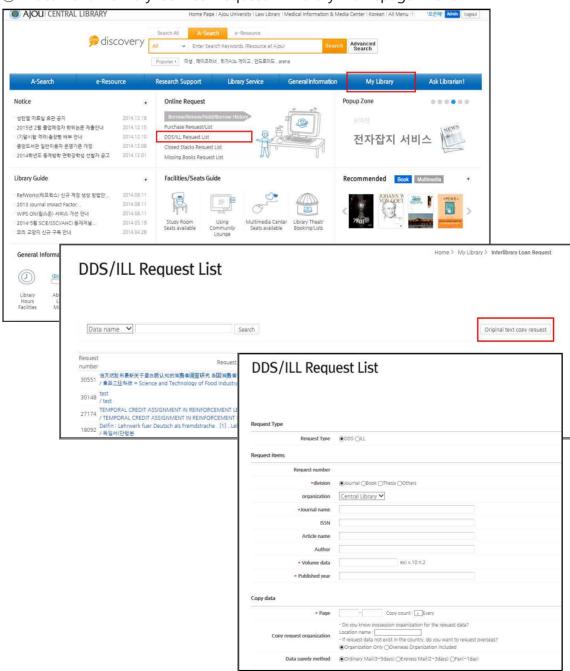
(3)



#### 6. Document Delivery Service(DDS)

The material not owned by the central library can be copied by domestic and foreign institutions in agreement with KERIS, NDSL, or KISTI, and the applicant should defray those costs and postage. You can receive the answer for copy requests and arrival through SMS and e-mail. If you get an arrival message, buy a certificate stamp in the vending machine installed near the circulation desk and take that to the external document service counter of the periodical room.

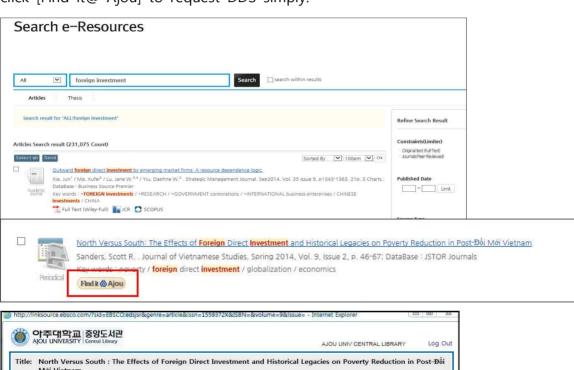
① Document Delivery Service Request in library homepage menu.



- 1) Click the "Document delivery service"
- 2) Click the "Request"
- 3) Enter the information of materials in the each field
- 4) Click the "Submit"

### 2 Document Delivery Service Request by [Find it@ Ajou]

After searching Keyword at e-Resource, you can see [Find it@ Ajou] button at some articles. It means that the library don't have the fulltext of it. In this case, click [Find it@ Ajou] to request DDS simply.





- 1) Click the "Document delivery service"
- 3) Check the information of materials in the each field
- 4) Click the "Submit"

Library has a copying fee support system for students who apply for Document Delivery Service. When students apply for DDS, the library pays maximum 20,000 KRW(korean won)/(per)student for copying documents received from DDS.

For example, let's say that students apply for an interlibrary loan and the document copying cost was 3,000 KRW, in this case, students do not have to pay for the fees until the total cost reaches to 20,000KRW. Students start paying for the fees when the total amount of DDS exceeds 20,000KRW.

#### 7. Off Campus Access

To use academic information resources such as e-journals and academic database of the library from off campus or wireless network, you must login the library homepage in advance. The login install the Off campus program automatically into your computer.

After installation, you can access the academic information resources like IN Campus circumstance.