Remote Access to IUP Databases

Remote Access through KLN PASS

- Log into any database from the IUP Database page except those that say *On Campus Only* and the following screen will appear:

  ![Remote Access Screen](Image)

**First Option**  
**I-Card Access**
- Left form
- 16 digit number from card
- Last name
- Will not work if there is a hold on your library account (fines or lost books) or if your patron record has some other problem. Call Circulation Desk if you cannot get in 724-357-2340

**Second Option**  
**Single Sign-on [Shibboleth]**
- Right form
- Click on Login
- IUP Single Sign-on box will appear
- Input your IUP Network Username and Password
Virtual Private Network

- **VPN** [http://www.iup.edu/itsupportcenter/vpn/default.aspx](http://www.iup.edu/itsupportcenter/vpn/default.aspx)
  - The virtual private network (VPN) uses the Internet to provide remote offices or individual users with secure access to the university's network. Users can use all databases remotely, even those that say **On Campus Only**.
  - **Follow the link above for directions to set up VPN.**
  - If you need help, IT Support Center hours are 7:30-5:30 M-F when classes are in session
    - 724-357-4000
    - Delaney Hall, Suite G35
Online Searching Concepts

**Database Scope and Content** – understanding what type of materials are covered by a specific database and what can be expected as results of a search. Factors include breadth of coverage (how many different subjects), depth of coverage (how inclusive), coverage dates (time period), update frequency, etc.

**Search Strategy** – choosing the best method of searching and combination of search terms to produce a desired result.

**Controlled Vocabulary** – access points are by a predetermined list of words (subject headings, descriptors, etc.). Often, controlled vocabulary uses extensive cross references and terminology hierarchies (broader, narrower and related terms). Usually there is an online and/or printed thesaurus listing vocabulary terms.

**Keyword** – access is by any individual word or word phrases existing in the record. Order of multiple words is usually unimportant.

**Natural language Searching** – searches are entered as questions and the system determines the best search strategy.

**Relevancy Ranking** – search results are ordered by a predetermined or specified ranking where the items that “best fit” the search or are “most relevant” are presented first. Special characters to identify “essential” or “important” terms may be used.

**Boolean Searching** – using the Boolean operators (AND, OR and NOT) to combine search terms to produce results.

- **AND** – is a narrowing operator. All terms connected with AND must be present.
  
  Example: cats AND dogs – results must have both terms

- **OR** – is an expanding operator. The search results must have at least one of the terms.
  
  Example: cats OR dogs – results may have either term or both

- **NOT** – is an excluding operator. NOT is used to filter out undesired terms.
  
  Example: cats NOT dogs – all items with CATS will show, but those with DOGS not

**Phrase Searching** – requiring the search to find a specific text string or word pattern. Word order is important. Special characters (usually quotation marks) are sometimes required to define the phrase.

**Field Searching** – narrowing a search by requiring the system to only find terms located in specified places in the record (e.g. author field, title field, abstract field, etc.).

**Limiting** – similar to field searching. Narrowing a search to items with particular qualifications (e.g. Limiting by publication year, location, format, etc.)