1. Go to [https://my.ohiochristian.edu](https://my.ohiochristian.edu) Login using your **OCU email** account Username and Password.

2. Under Office and Departments at the left margin
   ➢ Click on **Maxwell Library**
3. Maxwell Library resources will display.
   ➢ Click on the OCU Discovery Service link

**Melvin and Laura Maxwell Library**

- OCU Discovery Service
- OCU Catalog Only
- OhioLINK Website

4. The Discovery Service search bar will display.

**OCU Discovery Service**

- EBSCO Discovery Service
- Limit Your Results
  - Full Text
  - Available in Library Collection
  - Catalog Only

5. Enter a search term
   ➢ Click the Search button
     - The below *servant leadership* is as a keyword search.
     - Keyword is the default. You can also search by Title or Author.
6. A large number of items are discovered. (Note: The number of results may differ. Resources are continually added to the databases.)

7. Reduce the number of results by doing the following under the Refine Results section:
   - Click the Xs under Expanders to deselect those options
   - Check the Full Text box
   - Check the Scholarly (Peer Reviewed) Journals box
   - Slide the Publication Date bar for the desired date range (2005 – 2016 in this example)
   - You can also limit by Language, Source Type, Publisher, Geography, etc.
8. Significantly fewer items display. All are full text, academic, and published between 2006 and 2016.

9. Scroll down to limit the results further:
   - Click the **Subject** category down-arrow to see the subject options
     - Check the **Subject** most closely matching your information need
       1. Click the **Show More** link for more options
       2. Click the arrow beside **Name** to order the list from AtoZ (or ZtoA)
       3. **Christianity** is the example selection
       4. Click **Update**
10. The **Search Results** display fewer items.
   - Click the **Language** limiter down arrow to select your preferred language
     - **English** is used in this example
   - All previously found results were in English. So, the number of results did not change
   - **Current Search** shows the Limiters used in the search

8. **PDF Full Text, HTML Full Text, Full Text Finder** icons display as available.

See next page!
9. The PDF Full Text link for *Leadership for the Church* was clicked in this example.

10. The full text displays with a tool bar for printing, saving, citing, etc.
11. Click the **Result List** link if you want to access other articles from the original search.

12. The original **Results List** of 705 articles displays.

11. Exploring the other **Limiters** is highly recommended. Limiting your searches by **Geography**, **Content Provider**, etc. will return even fewer, more relevant results.

The library staff is here to serve your information needs. Please do not hesitate to stop by the Support Desk, or contact us at library@ohiochristian.edu and 740-477-7737.