

# Quick Guide to



# RefWorks

To Access Visit: <http://bit.ly/1saoLuN>

Use this drop down menu to change how much information you can see at once about an item

- Standard view (shown here)  
Author, Title, Source
- One line (Cite view)  
Appears as if in a bibliography
- Full View  
Shows all available fields for an item

Know the author of key words of the item you are looking for? Type them here to search

Use the UMLinks button to search the UMass World Cat Catalog for this item.

Many items are held by Umass in some way

- In the CESL office
- Accessible by database the library subscribes to
- Online content accessible by anyone

To determine how best to access an item, use the following flow chart

Just want to browse subject areas for potential resources? Start with the folders over here. Don't forget to look in the "Not in a folder"! Items may have been recently added!

When looking at full view– does the item have a direct link to the item in a “links” field, or an Attachment?- If so, Than was easy!

Is the item in a folder labeled “readings in Filing Cabinet” or “Books in the CESL Office” These items can be found on the common drive or on the bookshelf in the in the office

Click on the UMLinks Button From there, access to a database containing the item, or the stacks holding of the item can be found

If not available in the library catalogue click the google scholar web search option, often this will return an organization that has posted a copy of an item. If the item still cannot be found , ask in the CESL office for some online sleuthing assistance!

If an item does not have a link but is listed with a source of Worldcat– add the ID number– found in the notes line– after the last backslash of the following URL: <http://umass.worldcat.org/oclo/{ID}>

This is an example of One line/Cite view—a quick way to browse an entire list

Organize & Share Folders

Sort by: Authors, Primary

- AAHE (2002) Service Learning in the Disciplines
- Ashburn, Elyse (2009) College Makes New Connections With Service-Learning Program
- Ashton, Patrick (1996) Sociology S309- The Community

This is an example of Full view—In this view there are many ways to retrieve an item

Ref ID: 28 Journal Article Reference 4 of 133

Ref Type: Journal Article

Source Type: Print(0)

Output Language: Unknown(0)

Attachments: [Theserviceleamerasengagedcitizen.pdf](#)

Authors: [Battistiani, Richard](#)

Title: The Service Learner as Engaged Citizen

Periodical, Full: [Metropolitan universities.](#)

Pub Year: 1990

Notes ID: 20794069

Personal Notes: Transaction Periodicals Consortium., Wright State University., Towson State University., Coalition of Urban and Metropolitan Universities., IUPI (Campus),;

Publisher: Transaction Periodicals Consortium

Place of Publication: New Brunswick, N.J.

ISSN/ISBN: 1047-8485

Language: English

Links: <http://eric.ed.gov/?id=EJ527884>

Database: /z-wcorg/

Data Source: <http://worldcat.org>

Created: 8/5/2014 1:36:10 PM Local Timezone (GMT -4hr)

Last Modified: 8/6/2014 1:01:54 PM Local Timezone (GMT -4hr)

If an item has an attachment, you will see this icon



**UMass Amherst Libraries**

**Title:** Special Issue: Service Learning  
Academy of Management learning & education [1537-260X]

**Source:** Yr:2005 vol:4 Iss:3

**Full Text**

- Full-text available from [Business Source Complete](#)
- Available from 2002
- Full-text available from [JSTOR](#)
- Available from 2002 volume: 1 issue:1 until 2009 volume: 8 issue:4

**InterLibrary Loan**

- If not available at UMass, request [InterLibrary Loan](#)

This item can be retrieved from a UMass Database

If an item cannot be retrieved from the library, it is likely that it can be found on Google scholar

**UMass Amherst Libraries**

**Source:** Campus Compact's Introduction to service-learning to readings and resources for faculty. [0-9729394-1-5]

**Yr:2003**

**InterLibrary Loan**

- If not available at UMass, request [InterLibrary Loan](#)

**Web Search**

- Search for related information in [Google Scholar](#)

Book Title:

Search Terms:



[CITATION] Campus Compact's introduction to service-learning toolkit: Readings and resources [\[pdf\]](#) from [pbworks.com](#)

Campus Compact - 2003 - Campus Compact

Cited by 68 [Related articles](#) [Import into RefWorks](#) [Save](#) [More](#)

Download from here!