



## USING FIRSTSERCH

### FIRSTSEARCH IS AN INFORMATION SERVICE FOR SEARCHING ONLINE DATABASES

A database is a collection of related resources on a specific topic or from a specific source. Each entry in a database is called a record or citation.

### SEARCHING

- From the **List All Databases** screen, choose the database that will best include your topic. Click on **Search**. Click on **Description** to get a short description of each database.
- Next, from the **Advanced Search** screen, type in your search term/terms using the drop-down menu to choose the type of search you want to do (keyword, title, source, etc.) Also, use the **Limit to:** field to refine your search. Also, use the **Rank by:** field to refine your search by **date of relevance**. Click on **Search**.
- From the **List of Records** screen, click on the record title. This allows you to view a detailed record or citation. The detailed **citation** provides you with all the necessary **bibliographic information** you need to create a bibliography or works cited page. It also often provides you with an **abstract** or summary of the article and **subjects (descriptors)** which are linked to additional information on your subject. If your article is **full-text** online, the citation will indicate that too.

### PRINTING CITATIONS OR FULL-TEXT

- From the full text screen, click the **Print** icon to reformat a page you would like to print. Use your browser's **Print** function to print the reformatted screen. Click on the **Return** icon to return to the list of articles on your subject. Click the browser's **Back** icon to return to the citation.

### INTER-LIBRARY LOAN

- If your information is not available full-text online, it may be available in print in the **Delta Library Periodical Collection** – check the **Periodical Holdings List**. If your article is not available either online or in print, **ILL**. From the citation screen, click on **ILL** and fill out the **ILL Request Form** with your name, address and phone. Go to the end of the form and click on **Submit**. Delta Library Staff will call you when we receive your **ILL**.

### E-MAILING

- Click the **E-mail** button to e-mail citations, holdings information, or full-text information.

### HELP

- Click the **Help** icon to browse the online help in a pop-window.
- Ask a librarian or reference student assistant for help.

### FIRSTSEARCH SEARCHING HELP:

- If you are searching for a **phrase**, enclose the phrase in **quotes** – example: “women athletes”
- Use the **+** to indicate **plurals** – example: award+ (will search for award and awards)
- Use the **\*** to **truncate** terms – example
- Type additional search terms in the second or third **Search for:** box to combine terms

Use the **WorldCat** database to get to evaluated Web sites – type in your search term/terms then check **Internet Resources** in the **Limit type to:** area. When the citation list boots up, choose **Other Internet Resources** from the **Limit results** pull-down menu at the top.