

EH101: Primer for Electronic Searching

I. Library Online Catalog

- A. Title search
 - 1. Set drop-down menu for Title.
 - 2. Enter title of book in Search box (omit *a*, *an*, or *the* if first word of title; capitals optional).
- B. Author search
 - 1. Set drop-down menu for Author.
 - 2. Enter author's name in Search box (last name first order; capitals optional).
- C. Subject search
 - 1. Set drop-down menu for Subject.
 - 2. Enter subject term in Search box (last name first order if subject is a person).
 - 3. Consider appropriate sub-headings (if available).
- D. Keyword search
 - 1. Go to Keyword search screen.
 - 2. Enter terms in Search box/es (personal names in normal order; multiple-word search terms as a phrase).
 - 3. Set Boolean operators.
- E. E-mail/Print/Save options.

II. Electronic Databases

- A. Database selection
 - 1. Select appropriate database or database group.

Academic OneFile (Gale/Cengage)
Academic Search Elite (EBSCOhost)
OmniFile Full Text Mega (H.W. Wilson)
Readers' Guide Full Text (H.W. Wilson)
Readers' Guide Retro (H.W. Wilson)

- B. Database searching
 - 1. Make sure database is set for Advanced Search (three search boxes stacked).
 - 2. Mark appropriate checkboxes.
 - 3. Enter principal (broadest or main) term in top Search box.
 - 4. Enter first limiter term in middle Search box.
 - 4.a. Consider alternate search terms and truncat*.
 - 4.b. Peruse search results for additional focusing terms.
 - 5. Enter additional limiter terms (if needed) in third and following Search box(es).
(Add row)

NOTE: If not set already, Boolean operators should be set before first limiter term search is performed.

- 6. E-mail/Print/Save options.

Worksheet for Database Searching

1. Topic _____.

2. Database(s) to be searched _____

_____.

3. Keyword(s) _____

_____.

4. Book call numbers (from online catalog search) _____

_____.