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Information Skills Practical Workshop

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Ebook Central supports full text searching in the initial single search box and has Boolean and proximity search capabilities. It does support truncation (use the * symbol) but this may not be entirely reliable.

Ebook Central search rules	
phrase search	Enclose search phrase in quotation marks “ ” e.g. “ drug use ”
truncation	Perform a truncation search using the wildcard character * e.g. cat* will return results for cat, cats, category, catholic etc.
Boolean Search: when using Boolean operators, you must enter them in uppercase	
AND	Narrows a search by linking keywords or phrases e.g. “ drug use ” AND adolescents
OR	Widens a search to look for singular and plural forms & synonyms e.g. “ drug use ” OR “ substance abuse ”
NOT	Will return documents that refer to keywords or phrases and specifically exclude others e.g. heroin AND cocaine NOT marijuana - will return documents containing the terms heroin and cocaine and exclude those referring to marijuana

Exercise 1 Using the advanced search platform in Ebook Central

In this exercise we will look for books on the following subject: **‘British volunteers in the Spanish Civil War’**

- In the first search box type exactly as given:
"British volunteers" OR "British Battalion"
- In the second box add exactly as given: **"Spanish Civil War" OR "The Civil War"** and press **Search**
The default display for records in the results is based on how relevant they are to your search criteria. If your search words appear in key fields e.g. title and description, these items are presented towards the top of the result list.
How many records were retrieved in total?

3. Change the results display by selecting a different option from the drop-down menu (**Sort By**). You can also look at the relevance order by **Chapter Results**. To use this option, click on the **Chapter Results** tab located immediately above your results
4. You can use any of the options displayed in the left hand **Refine** column to restrict your results
5. To introduce more ideas to your search or start a new one, click on **Edit this search**. If required, add another search field by clicking on the plus symbol underneath the search boxes

Ebook Central also allows you to browse through titles indexed in broad subject areas. To access a listing of subjects, click on the **Browse Subjects** link located towards the top of the page.

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ScienceDirect search rules	
phrase search	Enclose search phrase in quotation marks “ ” e.g. “ drug use ”
Boolean search	
AND	Narrows a search by linking keywords or phrases. ScienceDirect assumes AND between keywords unless you type the Boolean operator OR between each search term/phrase e.g. “ drug use ” adolescents
OR	Widens a search to look for synonyms & singular and plural forms e.g. “ drug use ” OR “ substance abuse ”
NOT	Will return documents that include keywords or phrases, and specifically exclude others e.g. heroin and cocaine and NOT marijuana - will return documents containing the terms heroin and cocaine and exclude those referring to marijuana

Go to Primo and in the **Find Databases** tab search for **ScienceDirect**. Click on the name of the database. Primo will open the database's details page. In the **View Online** section, click on **ScienceDirect (Elsevier)**. You will need to enter your username and password to access the collection. Using the search rules, follow the exercise below.

Exercise 2	Searching ScienceDirect
<ol style="list-style-type: none">1. Click on Advanced search2. Type all search terms into the first search box using "nesting": ("drug use" OR "substance abuse") AND (adolescent OR youth OR teen)3. Click on Search at the bottom of the screen4. From the options to the left of the results, select Book chapters5. Manage the records you have found: tick boxes to the left of two records that interest you and select Download 2 articles6. Save the downloaded file to your H: drive	

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Exercise 3	Searching SpringerLink
 <ol style="list-style-type: none">1. Enter your keywords into the single search box. You can find the SpringerLink search rules and access the Advanced Search screen platform by clicking on the cog symbol2. Next to your results, untick the box beside Include Preview-Only content3. You can now narrow down the results using the limits in the left-hand side column. Under Content Type, click on Chapter; this will narrow the results down to books4. On the results list, click on a chapter title or on the View Chapter link to view the full record5. Click on Download PDF to save or print the full-text of the chapter	

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- Details are available at: www.abdn.ac.uk/toolkit/documents/uploads/remote-access-vdi.pdf
- More detailed library guidance on accessing electronic resources is available at: www.abdn.ac.uk/library/documents/guides/ggdb005.pdf

Help and advice

Library staff and Information Consultants can help with any difficulties using any library resource

Information Consultant contact details: <http://bit.ly/InfoConsultants>

Subject & Enquiry staff (TSDRL Floors 4-6, Medical and Taylor Libraries help desks)

Library web pages www.abdn.ac.uk/library

IT staff are able to help with specific IT-related problems you may be having

IT Service Desk - Log any IT problems at <https://myit.abdn.ac.uk>

Tel: 01224 - 273636 (24 hour service available)

Email: servicedesk@abdn.ac.uk