FirstSearch Databases

Including:

<table>
<thead>
<tr>
<th>Database</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABI/Inform</td>
<td>business and management. Citations from 1971, Full text from 1991</td>
</tr>
<tr>
<td>ArticleFirst</td>
<td>most academic areas of study. Citations from 1990, No Full text.</td>
</tr>
<tr>
<td>ECO</td>
<td>most academic areas of study. Citations from 1995, No Full text.</td>
</tr>
<tr>
<td>ERIC</td>
<td>all areas of education. Citations from 1966, No Full text.</td>
</tr>
<tr>
<td>MEDLINE</td>
<td>medicine, dentistry and nursing. Citations from 1965, No Full text.</td>
</tr>
<tr>
<td>PapersFirst</td>
<td>conference papers in all subject areas. Citations from 1993, No Full text.</td>
</tr>
<tr>
<td>Proceedings</td>
<td>conference proceedings in all subject areas. Citations from 1993, No Full text.</td>
</tr>
<tr>
<td>WorldAlmanac</td>
<td>factual information about a wide variety of topics. Current information.</td>
</tr>
<tr>
<td>WorldCat</td>
<td>books and other materials in libraries worldwide. Current information.</td>
</tr>
</tbody>
</table>

FirstSearch includes many databases that provide access to citations and abstracts of periodical literature (journals, magazines, and newspapers) as well as some full text articles. It also includes several directory type databases.

ACCESSING FIRSTSEARCH:

Click on FirstSearch from the library's online databases page, http://www.stfrancis.edu/lib/name.htm

Type http://firstsearch.oclc.org/ in the location bar of your web browser

Access requires a password; call the reference desk at 815-740-5041 or 800-726-6500 to obtain passwords.

SUBJECT AND DATE COVERAGE:

- **ABI/Inform**: business and management. Citations from 1971, Full text from 1991
- **ArticleFirst**: most academic areas of study. Citations from 1990, No Full text.
- **ClasePeriodica**: indexes items from Latin American journals specializing in social sciences & humanities
- **ECO**: most academic areas of study. Citations from 1995, No Full text.
- **ERIC**: all areas of education. Citations from 1966, No Full text.
- **GPO**: U.S. government publications. Citations from 1976, No Full text.
- **MEDLINE**: medicine, dentistry and nursing. Citations from 1965, No Full text.
- **PapersFirst**: conference papers in all subject areas. Citations from 1993, No Full text.
- **PerAbs**: most academic areas of study. Citations from 1987. Full text from 1991.
- **Proceedings**: conference proceedings in all subject areas. Citations from 1993, No Full text.
- **WorldAlmanac**: factual information about a wide variety of topics. Current information.
- **WorldCat**: books and other materials in libraries worldwide. Current information.

CREATING A SEARCH:

To start searching the FirstSearch databases select a database from the dropdown menu at the bottom of the main page where it says Advanced Search. To create a search (indexes default to keyword), simply click in the box and enter a word or words that define the information you are looking for. If you use multiple words, you should use Boolean operators (AND, OR, NOT) to connect those words. In the Advanced search Boolean operators are provided. Examples for the use of Boolean operators are given below:

- **AND**: alcohol and abuse
  This search will find all articles that have both the word alcohol and the word abuse in them. Use this operator to limit your search.

- **OR**: computer or CPU or mainframe
  Use this operator to broaden a search or when there are multiple words that describe the same concept.

- **NOT**: holocaust not Nazi
Use this operator to eliminate words or concepts from your search. Be very careful, because this operator can eliminate articles that might be useful.

In FirstSearch there are two other options for searching. The **Basic Search** is a simple keyword search (create more complex searches using Boolean operators). **Expert Search** requires you to know exactly which fields of the record you wish to search and to enter those codes...only the most advanced searcher should try this kind of search.

For more information about how to build searches and using truncation or wildcards, refer to the help screens within the FirstSearch databases.

**LIMITING OPTIONS:**

FirstSearch allows users to limit their search from the main search screens. The following limits are available:

- **Full Text:** When this option is checked, only articles with the full text available are returned in the results list. (Cannot be used when searching multiple databases).
- **Year:** Use this option to limit results to articles published within your specified date ranges.
- **Items in My Library:** Check this box to limit to publications owned by USF (always double check in the USF Online Catalog).

Additional limits are available after a search has been conducted. See the FirstSearch Help screens for more information.

**VIEWING / MARKING RECORDS:**

Once a search has been completed, a numbered list of results will be displayed. The total number of records will be shown at the top of the screen. To see more information about an article, simply click on the title. There may also be Full Text available; clicking on View HTML Full Text (shows as a link under the citation if Full text is available) will bring up the text of the article.

You may also mark records of interest by clicking in the box to the left of the citation on the results page. To view only the records you have marked, click on Marked Records in the blue area to the left of the screen. Links to Full text will automatically be maintained.

**PRINTING / EMAILING / SAVING:**

To print an article or citation, click into the Full text or citation from the result list and select Print button (near the top of the FirstSearch screen) to reformat the article. Click on the Print button on your web browser to print the article.

Another option is to email the article or list of citations to your own email account. Select the options you would like for the format of the email after clicking Email icon near the top of the screen. Then enter your full email address (e.g. JohnDoe@aol.com) in the address box. You may also enter a subject and notes. Click Send. Each article in a list may be emailed separately.

There is currently no option available in FirstSearch for saving articles or citations to disk.

**UNIQUE FEATURES OF FIRSTSEARCH:**

- **List All/List by Topic:** Shows the databases available in FirstSearch and allows you to select up to 3 to search simultaneously. *Some options not available when searching multiple databases.

- **Libraries that Own Item:** For each article, FirstSearch will provide a list of libraries that may own the item. You may use this information to obtain articles not available at USF.
Previous Searches: FirstSearch maintains a record of all searches done in the current session. Clicking in the box by the search allows you to re-do a search or combine searches or add keywords to a search.

Suggest Best: Allows you to select a subject area grouping of databases, enter a term and have FirstSearch tell you which databases would be helpful to search.

**HOW TO FIND ARTICLES THAT ARE NOT FULL TEXT IN FirstSearch:**

If you find a citation to an article that you would like to view, but the full text is not available in ProQuest, you have several options to try to obtain the full text. Print your citations and do one or more of the following:

1. Use the *Article Linker* link within the article citation to see if full text is available in another database.
2. Perform a title search in the Online Catalog (on library homepage) for the title of the journal (not the title of the article) to see if the University Library owns a copy of the journal. If you are a distance learner, you may submit an Interlibrary Loan Request to have the article mailed at [http://www.stfrancis.edu/lib/forms.htm](http://www.stfrancis.edu/lib/forms.htm).
3. If you cannot find the article full text online or owned by our library, submit an interlibrary loan request (see link information above) to have the library staff try to obtain the article from another library (this process may take two weeks).
4. For more information see the web page: [http://www.stfrancis.edu/lib/hotoft.htm](http://www.stfrancis.edu/lib/hotoft.htm)

**SAMPLE CITATIONS:**

Articles obtained from an online database must be cited in a bibliography just as those from a print journal must be. However, the format of the citation is somewhat different. Examples are given in APA (5th ed.) and MLA (5th ed.) formats. For more complete information see the Citing Electronic Resources link on the library homepage or refer to the printed APA and MLA manuals.

**APA:**


**MLA:**