Okay, today we are going to be looking at some databases to use, for social work in particular. And we are going to start here from the Brescia web page if you don’t already know how to get to the library’s web page. We are going to scroll down to the bottom, and library is located right here under “Academics”.

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So, we are going to go to there first, and the first thing we are going to look at today are Journals. So, we have a lot of questions we get from social work students on where are journals are for social work and you click right here on the “Journals” here on our Library page. Will take you to our Journal page. The thing that a lot of students want to do is they just want to just type in here in the search box whatever subject they’re looking for and that’s not necessarily the best idea to do because it’s not going to give you all the information that we have. What you want to do is go to this “Advanced Search” right here, so we’ll click on that, and this is going to give you a list of subjects. And social work is on the subjects list. See, here’s social work. So we will go there and this shows you we have 148 different social work titles

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Now the reason why it’s good not to go to that subjects list and not just type in whatever you’re looking for is because that search that was on that first page is a title search, so if your title doesn’t actually have the word that you’re looking for in it, it’s not going to pull it up. So, for social work, if I just typed in social work, I wouldn’t find 148 titles because you can see the 2nd one on the list doesn’t have social work in the title, the 3rd one doesn’t have social work in the title, the 4th one doesn’t, but that just because it lacks the word social work in the title doesn’t mean have social work in the title doesn’t mean that it’s actually not about social work. So, these are all divided into subjects and these in particular are the social work ones, so this is how you get to the social work results and then if you see one of the journal titles that looks like something you want to go through, underneath where of the title is, it tells you what database they are in and it also tells you where full text begins and where it ends. So, If you see one of these you want to look further into, you can click on one of these databases, and it’s going bring you to a record of the detailed information on that particular journal. So, this is all the information right here that we have to tell you about it. There’s usually, yeah, there a little description about the journal itself and then you can browse through the issues here on the right side of the page.

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So if I clicked on”2016”, it’s going to tell me what volumes and issues there are and if I clicked on that, it’s going to provide me with all of the articles within that particular issue. And if I go back, I can see that you may also search within the publication so I can search through all of these issues at one time rather than just looking at them one at a time. So, I would click that, and it’s going to bring up this
search page and you just put in this second search box here what you’re looking for. Just make sure you leave this information right here, because that’s telling the database to look specifically into that journal. Okay? Does that make sense? Yes, okay, good.

Next, we are going to go into the databases, right here. Now you see we have 95 different databases, but we can limit this by subject, so if I click on this “All Subjects” tab, we can scroll down and look at social work here on the list. And we have 18 different databases that work for social work where we of course don’t have time to go over 18 different databases – we’ll just hit the, the high points. But you can see that that’s how you narrow down the A to Z databases list into just subject specific databases. So the first one we are going to look at today will be “Academic Search Complete” just because it is one of the most popular databases that we actually have. And I’m just going to do a basic search for social work to start off with. And you see there’s all of these options that I have here at the very beginning, but I’m not going to set any of these limits just to show you how they do work and how to make your search more and more specific. And I’m going to go ahead and click “Search”. Okay, so I started out with 106,857 results just for social work, that’s quite a lot of results and you’re probably never going to search through that many at one time to find one article, but the first thing you want to look at here is the “Select a Field option” that’s right next to the term we searched for. If I click on that, it’s going to bring down this menu here of all different fields that I can search within and you probably always want to select one of these fields whenever you begin your research because it’s going to narrow down what you’re finding. See, right now, I’m finding my term any way that it can find it into this database but probably some of those aren’t going to be actually relevant to what I’m looking for.

Okay, so I’m going to go ahead and click “Subject Terms” and go ahead and click “Search” just to see how much that changes. So that took us down to 15,157. That’s already a huge difference. Another thing to note, in my original search, if you’re going to search for two terms at one time that go together like social work, you want to think about how this is going to search for those words. Because it’s going ... it can... divide up what you’re looking for so it can divide these results into finding the words social and the word work, not necessarily together. And when you divide those words it creates something completely different than social work together. So, if you absolutely have to keep your terms together in what you’re searching for, you need to put quotation marks around it. So, that insures that those words never become separated. It’s always going to keep those words together. So I’m going to click “Search” again and see if that took us down to any...yeah, so that that took probably about 4000 results off of there that divided the words social and work up into two different subjects. Okay? So that’s something very important to remember if separating the words creates something completely different and irrelevant to what you’re researching.

Next on here, we want to look at full text. If I check that box, it will eliminate all of the results that are not full text right now, which was about half of them. If you leave that box unchecked you’re going to run into some articles we don’t have access to, and in that case, you would need to request an “interlibrary loan” in order to receive that. Do you know what “interlibrary loan” is? No. Okay. So, if you ever come across a book, a movie, article, what have you that we at Brescia don’t have access to, you
can request “interlibrary loan”, and that means we will borrow it from another library in order for you to check out. So, if you found an article on here that we don’t have there will be instead of a “full text pdf link” here, there will be a link to request “interlibrary loan” and you’ll click on it. It will pull up a form. All of the article information is already in it. We just need you to put your information in it so we know who to send it to. So if you found something, you wanted to read it, you fill out this form, and we borrow it from another library. And in this case, if it was an article, we would email it to you. Okay? Does that make sense? Yes, you can do that. Yeah, keep in mind that if you ever come across something that we don’t have, we can always borrow it. And, it’s no charge.

Alright, the next thing we want to limit is this spot – is “Scholarly (Peer Reviewed) Journals”. Here on the left hand side of the page. Because you’re probably going always going to have to have scholarly resources for all of the work that you do. So that took us, that narrowed our results even further. One final limit that most instructors may use is this “publication date range”. I know some require you to find maybe an article in the past 5 years or the past 10 years, just depending on the subject. So if you ever need to find an article that was written in a certain time frame, that’s how you’re going to do it in this database. So let’s make it for the past 10 years just for demonstration, so we’re at, oh, one more, I went too far, okay. So that took us, that narrowed it even further we’re at 2000, a little over 2000 results. So compared to 100,000, that we started off with, now we’re at 2000, you see how these limits really narrow things down. And once, again, I’m just searching for social work which is a pretty broad search to do, so when you’re actually doing your own research, I’m sure you’ll have more specific terms that you’re searching for about social work in this case. And if you see an article in one of these databases that you want to look at, you just click on the title and it brings up the detailed record. So this is all the information you need to know about the article. There’s the abstract. It will tell you exactly what the article is about. Everything here in blue is something you can click on, it will search it for you. So if you see something here that is relevant to your research, you can go ahead and click on that, it will search it for you, and there’s more results for you to go through. If this article is something you want to read there is a “pdf full text link” right here on the left hand side of the page. That will bring up your full article to read, and then on the right hand side is a print option, an email option, and there’s a cite feature too. You always want to make sure your citations are accurate, but there they are for you to copy and to paste.

Now, are you an on ground or an online student? Online? Have you used the databases before? A little bit. Okay. So you know, before you would even go into one of these, you would have to log in with your Brescia email address and your email password, and then you have access to all of this. Now If you are an on campus student this is automatically logged in for you. So, if you’re looking at it from my perspective-- I’m on campus-- you don’t get to see that log in screen from me. I just like to tell people that in case they’ve never used that or if they wonder, why doesn’t that screen come up for me but not for you. So, yeah, if you’re on campus, you don’t ever have to log in. Next... did you have any questions about using this “Academic Search Complete database”? 
Next we are going to take a look a little bit on “GALE”. “GALE Virtual Reference Library”. Good thing about “GALE” is that everything we see on here is going to be scholarly. So you won’t ever have to worry about finding something on there that won’t work for your research, that won’t be scholarly in nature. Because it all works. See, we get taken to this page, right after clicking on “GALE”. You just have to click “GALE” again. And that will take you to that particular database. All of these are books that we have access to in “GALE”. They are divided by subject here on this home page. Social Science is on the right side, which would be where social work is going to fall under. And this gives you a list of all of the possible books that you could look through. You could click on one and look at it individually. We’ll click on Aging, and look at that. It’s going to give you the table of contents. So, if one of these chapters look like it’s relevant to you, you can go through and browse through the chapter, so keep going…see there’s that chapter to read. Or, we have a search box here at the top. So, let’s search again for social work, and this is going to show you where that term appears in all of the books, in “GALE Virtual Reference Library”, not just in those social work ones. So these will be all the chapters that where the word appears in, so if you want to go through and look through one of them about what you’re searching, you can just click on that “title” there, and it’s going to bring you up that Chapter in which your term will appear. Okay. So on the right hand side of the page, we still have citations, we have emails, we have print, we have everything that we had in the other database, one different thing is we have an mp3 format of these. So maybe if you don’t have time to sit down listen to one of these…You can download the mp3 and , err, if you don’t have time to sit down to read it, you can download the MP3 and listen to it instead. If you’re on the go or running low on time or something. This is something that this database has that the other ones don’t. Do you have any questions in “GALE”? Not a whole lot that you can change with it or mess with because everything is already full text. Everything is already scholarly.

Okay, so we’ll go back to the databases page again, and we’ll take a quick look at “JSTOR”. “JSTOR” is another one that includes only scholarly articles. See, if you see from the home screen here, journals, primary sources and books. Means everything your going to see on here is scholarly; everything will be good for your research. Problem is not everything on here is going to be full text. The default search will search only full text things, but if you want to see the full amount that “JSTOR” includes you need to change how it’s searching, and I will show you how to do that, but then you might have to run into “interlibrary loan” problems. But, now you know about “interlibrary loan” so we can just borrow it from another library and get it to you. So, If we go into the “advanced search” right here, this is a basic search, if we go into the advanced search, we can see exactly how that basic search from the previous page is going to search for you. See it searches full text automatically, and it searches read and download automatically. So, if you wanted to change that, you could change read and download to only all content and that’s going to show you everything, not just only the things that we have access to. Okay, so if I go back to this previous screen, I’ll do another search for Social Work. Just as a basic search. And this is going to show me everything that we have full text for on in particular Social Work. So there is over 10,000 here, you can download a PDF of these articles, or you can, or chapters in a book, this one in particular in the top is a book chapter. You can click on the name of that and this is going to bring you up the chapter right down here. So there is that for you to thumb through, and read, and you can cite the items here to. You always want to remember to check this for correctness and not just take it as what is says.
So, if we go back to our results again and look down here, you see this “access” level is on this page again, so if you wanted to change that after you have already done your search, you can change it here. I am going to go ahead and click “All content” just to show you how it looks when you see something on here that we don’t have immediate access to. So you see this little white and black “X” we have, that means that we don’t have it, we don’t have access to it, this would be an “interlibrary loan” thing. Some of these give you a little preview of what that chapter or article is going to look like, so if you see I can’t, that says citation access only. I can’t download the PDF, but if I click on the title, let’s see it might give me a little preview and that, that might tell you more about whether or not you actually want to go through and request the “interlibrary loan”. See, we don’t have access to this book, but here is just a little introduction to it, a little preview. So, although we don’t have access to this, it’s still, it’s kinda helpful in that it gives you a little bit of information about this so you know whether or not to request an “interlibrary loan”. Do you have any questions about “JSTOR” or I mean there’s not. How quickly does it take to get, let me pull up your question, does it take to get an “interlibrary loan”? It depends on what it is. Usually, if it’s like a book or movie or something, depending on where it is coming from it can take like at least two weeks. If it is an article though, most of those are sent through email, so it usually take maybe a couple of days. So, Not to long, just depends on how quick the other institution is about scanning that article and sending it to us. So, not long. Longer then you thought. Yep, just depends on where it’s coming from and how quick they are. So couple of days is the average for an article to be sent, and then immediately when we receive it we send it on to the student or the instructor that asked for it. Do you have any questions about using “JSTOR”? No. Okay.

Then we will look at last one thing on here, and it’s going to be the “library catalog”. Are you familiar in using the catalog to find articles? Okay. So, we’re back here at our “library home screen”. And I am going to go in the “advanced search” right here. So I click on that, and it’s going to bring up this page. Now that “A to Z database” list that we have been looking at, some of those databases that are on there are incorporated with in our “library’s catalog”. So you don’t have to search them one at a time, you can search through several databases all at one time so that might cut down on your research time. So, if we look here on the right, if we select “all databases”, it’s going to tell us every database that you can search within in this catalog. So, here’s 30, 35 different databases that we can do. Okay, if you, it default selects these three here at the top, so if you want to change that, you need to check whichever boxes your looking for. So I am going to just check some just to show you how this works. Let’s see. Okay. So I have gone through and checked some, so if I scroll back down up to the top we notice it only says that we only have 3 selected. You will need to click “save changes” before you do anything else and so it will update whichever ones you selected, which ever ones you might have eliminated the ones from the beginnings and added some, or you might have just added some more to those like I just did. And once we have those set, you can go here in your “advanced search” and start searching for your topic. And you need to pay attention to these keywords and titles if you want them to search within a specific area. I’m going to do both of these as subjects and I am going to go ahead and search for 2 words just to kinda narrow things down. I’m going to do Social Work and children. And next we want to scroll down a little bit and we want to return “peer reviewed” articles. Unfortunately there is not a limit set for seeing only full text items, so we, your are going to run into “library loans” problems sometimes, but that is just how it is set up. Now another thing we want to check is the format, and we
want to go ahead and tell it that we want nothing but articles. There is the year that you can put in there if you need to find articles that were written within a certain time frame. And once those are set, we can click “search” and we will search through our “library catalog” and theses databases. Usually it’s a little quicker than this. There we go. So we have 1,832 results right now for social work and children in peer reviewed articles. Here is the list of everything. Of course these are the titles of the articles you can see a little detailed information about them. You can click the “read more” which is going to give you basically the abstract of these particular articles. If you see one of theses that you want to actually go through and look at you’ll click this “access online” button for you since your off campus, it will take you to that “log in screen” that you use to seeing and then you’ll log in and it will then bring up the article. So then, this is just like the database that we looked at, this one is from “CNHL”, we were looking at “Academic Search Complete” earlier, but it is an EBSCO host database, so it pretty much searches the same. But here’s our article, our full text, print, cite, everything that we looked at earlier, it is all right here for you to look at. Okay, then if you see anything else, once again, “access online” and it will open it right up for you. Okay. Do you have any questions about anything that we went over today? We’re about at 30 minutes so...Okay, then that will be it for today. If you ever have any other library questions feel free to contact any of us here. Alright. Thank you for coming.