

Electronic Database Instructions

This page offers links to all of the databases. You can access the particular database by using the link.

Contact Sue Phillips, the Academic Resource Librarian, at suephil@mountainstate.edu for the required usernames and passwords. Instructions for database use are found below. The best way to learn how to use them is by actually going in and using them.

Accessing the CougarCatalog Via the Internet

The CougarCatalog is MSU's on-line catalog. Use the CougarCatalog to search the library's holdings. Having the catalog on-line provides patrons with great flexibility in using our resources. It's advantageous to distance students because they can find out what the library has on hand without having to physically come to the library.

Step 1: On the MSU Library homepage, click on "Online Catalog and Electronic Resources".

Step 2: Click on Catalog link.

Step 3: A search screen will appear. Type in the author, title, or subject of the book/video you want to locate in the box. Click "Search."

Step 4: If the library has the book or any materials relating to your subject, the "Search Results" screen will show a listing of the book/video titles and call numbers. You can use your mouse and click on "next" or "previous" to scroll the titles.

Step 5: To view a record of a book/video, click on the title. A record will appear giving you all the information on the book/video. You can move within the records by following the arrows at the top of this screen. Write down the call number and title of the material you are interested in checking out, and follow the instructions for checking out books.

Step 7: To do a new search, click on the circle at the top of the screen.

Instructions for Accessing and Using ProQuest

ProQuest is an electronic subscription which allows access to a variety of journal and newspaper articles.

Step 1: You should automatically be taken to the search screen. If you are first prompted for a username and password prior to logging in, type in the appropriate information.

Step 2: You can perform a search-by-word (or keyword) function or search by publication title. The search-by-word function allows you to search in either a basic or advanced mode.

To search a specific journal or newspaper, click on "Publication".

Step 3: Type in your search term(s) and click "Search."

Your results will appear. To limit your search to a specific type of source, click on the appropriate tab below the search box.

Once you find which article you want, note that your choice of text format is listed under the citation. Click on your preference. You then have the option of printing or e-mailing the article to your account.

Step 5: There is no official on-screen Log-out button to use when you are finished searching, so click on File and Exit, on the browser bar, or simply click on the tiny x in the upper right corner of the screen.

Instructions for Accessing EBSCOhost

EBSCOhost is an electronic subscription providing access to journal articles.

Step 1: In the patron ID section type in the barcode number from the back of your MSU student ID or provided by the Distance Education Librarian. "Click on "Login."

Step 2: Choose the appropriate version of EBSCOhost.

Step 3: If you do not wish to use the default database, click on the check mark at the left of the title to clear it.

Step 4: To search a database, click on the database name (s) listed. To select more than one, click on the box beside the database name. Click "Continue."

Step 5: Type in your keywords, adding AND, OR, or NOT to expand or limit your search. You may also type in the name of a specific journal, date, etc. When finished click on Search!

Step 6: Results will appear. To see the complete citation, click on blue title. If the entire article is available, it will say so underneath the title.

To save articles that interest you, click on the "Add" icon at the right of the screen. It will save that specific article for later reading. To view the selected articles, click on the folder at the top of the screen.

Step 7: To print, use print icon on web browser at top of screen

Step 8: To close, click on the "Exit" button at the top right of the screen.

Instructions for Accessing and Using SIRS Knowledge Source

Step 1: At the Welcome Screen, click on "Begin a New Search". You will be prompted for a customer number and a password.

Then click on "Login".

Step 3: The Quick Search Screen appears. You have several options.

- ◆ Select a quick or advanced level search
- ◆ Select an option to browse through several topic categories
- ◆ Select either a keyword/natural language, or subject search
- ◆ Select a database from among SIRS Researcher, SIRS Government Reporter, and SIRS Renaissance.
- ◆ Choose to sort your results by relevance or by date
- ◆ Type in your search terms and click "Submit Search"

Step 4: Once the result list appears, select an article by clicking directly on the blue highlighted title to view it.

Step 5: To print, use your web browser's printer icon button, or select "print" from the browser's File menu.

Note: Each article has an option that allows you to e-mail the entry to your e-mail account.

Step 6: To exit, look in the SIRS command bar. In the upper right corner of that bar, click where you see "Log Out". The database will "ask" if you are "sure you want to exit this session". If you are sure, click on "Exit Now". Then exit the web browser.

Instructions for Accessing and Using Westlaw

Westlaw is an extremely effective Internet-accessible database used for conducting legal research. By using it, researchers may call up actual case law, statutory law, executive law and case law on a wide array of subjects. Here is how you would access it.

⚠ Note: Westlaw is very a powerful searching tool, but it also is quite expensive. As a result, our licensing agreement with West Group only allows for a limited number of users to be logged into Westlaw at a single time. Please, be sure to sign off of Westlaw when you are finished – this is very important!

Step 1: At the login window, you must enter in a password and a Client ID. Click on "Go".

There are two ways of accessing the documents, the tabs at the top of the screen or clicking on the "Directory" link.

Step 2: If the tabs indicate the desired content, click on the appropriate tab.

Step 3: At the Search screen, type in your keywords. If you are uncomfortable using keywords, click on "Natural Language" on the left side of the screen. When the text box appears, type in a phrase or sentence. It will perform the same search as the keyword search. Click on search.

Step 5: On the results screen, click on the link of the document of choice.

Step 6: The left part of the screen is a list of your search results; the right part is the text of the first document on the list.

Step 7: The Print icon in on the upper right hand corner of the document.

▶ If the tabs do not indicate the desired content, click on "Directory".

Step A: Choose an option (federal law, state law, news, etc.) and click on the link (blue title).

Step B: Choose a database by clicking on its link.

Step C: Repeating the previous step will give you further options.

Step D: Go to Step 3.

✪ **Signing off.** When you are finished searching Westlaw, it is very important to sign out officially. To do so, simply click on the on-screen "Sign Off" button with the mouse cursor. After a few seconds, the screen will read "Thank You for using Westlaw" You are now officially logged out.

Instructions for Accessing and Using Newsbank

Newsbank is a database of articles from local and national newspapers published from 1991 to the present. They are organized by subject.

Newsbank can be accessed from your home computer or any computer which has Internet access. Go the MSU Library's web page and click on the Newsbank icon button below the databases heading.

To search this database:

- Step 1: Type in the appropriate username and password.
- Step 2: On the Welcome page, click on "NewsBank NewsFile Collection (1991-Current)"
- Step 3: Click on the text box and type in your subject.
- Step 4: Click on search.
- Step 5: When the list of articles appears, select the one the best matches your topic and click on the title, written in blue. The articles are already rated by similarity to the keywords you typed in—the number to the left of the date of the article indicates the rank of the article.
- Step 6: The complete text will appear and you can print this.

NOTES:

Notice the "Topics Related" list on the left side of the screen for more research ideas.

If you want to narrow your search, click on the "Customized" tab and follow the directions.

Instructions for Accessing and Using The Encyclopedia Britannica

This is the online version of the popular encyclopedia. It contains three searchable sources, *The Encyclopedia Britannica*, *the Britannica's Internet Guide* and *the Merriam-Webster's Collegiate Dictionary*.

Due to the web set-up, you must go through the Library's web page to access this database.

- Step 1: Use the MSU library's web page link.
- Step 2: Type your bar code number and click on "Log In".
- Step 3: Choose the desired search tool (i.e. *Encyclopedia Britannica* or the *Merriam-Webster's Collegiate Dictionary*). Click on the box at the left of the appropriate title.
- Step 6: Type your subject into the search box and click "Search".
- Step 7: The next screen lists the articles matching your search and provides links to the articles from the different Encyclopedia sources.
- Step 8: Choose an article and click on the blue title.
- Step 9: You can now print the article. Each article contains links to further sources.
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Instructions for accessing and using Stat!Ref

StatRef Electronic Medical Library provides searchable, web-based access to 17 medical texts that students may access both on and off campus.

To use this source:

Go to the MSU Library's home page and click on the Stat!Ref icon under the database heading.

- Step 1: Under the Log In section, type in the username and password.

Step 2: Type your topic into the search box and click on "Search".

Your results list includes a relevancy rating to help you choose the closest match to your search terms.

Step 3: Click on the book title which will take you to the place in the book relevant to your search.

The text page includes links to the book's table of contents; this is helpful in continuing your search.

Step 4: Log out by using the "Log Off" icon in the red bar at the top of the page.

Instructions for accessing and searching the R2 Library

The R2 Library is a selection of medical e-books.

Step 1: Log in by using the provided username and password.

Step 2: Click on the book icon to access individual titles.

Step 3: Click on the desired book.

Step 4: Type your topic into the search box and click on "Go".

Step 5: Choose the chapter from the results list.

Step 6: Choose the specific section of the chapter by clicking on the topics at the left.

Instructions for accessing and searching the NetLibrary

The NetLibrary is access to a full-text e-books collection.

Step 1: Log in by using the provided username and password.

Step 2: Type your topic in the search box and click on "Search"

Step 3: To access desired book, click on "View this e-book".

Step 4: Click on the appropriate chapter list at the left of the screen. The chapter will download on the right.

Instructions for accessing and searching Thieme

Thieme is a selection of medical e-books that is only available on the Beckley and Martinsburg campuses.

Step 1: Choose a book title from the list.

Step 2: Type your topic into the search box and click on "Go" or click on the chapter and section list on the left.

Instructions for using the Bates' Visual Guide to Physical Examination

The Bates' Visual Guide to Physical Examination is a streaming video of the DVD series.

Step 1: Choose a topic from the list and click it.

Step 2: Choose "Play all" or the desired section of the video. Click on the title.