

Andrews University, James White Library OCLC FirstSearch Database Guide

Database Selection

To select the best database for your topic:

1. Enter your search terms.
2. Select the relevant broad category.
3. Click **Search**

OR

4. You may go to an advanced search in a single database by selecting the database title in this menu.

Why Use?

FirstSearch provides access to more than 40 article indexes, some full-text.

Access Path:

From the home page (<http://www.andrews.edu/library>) click on **Articles/ Databases** followed by **First Search (OCLC)**.

FirstSearch: FirstSearch Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Dell Home

Address <http://newfirstsearch.oclc.org/WebZ/FSPrefs?entityjsdetect=javascript:true;screenize=medium;sessionid=sp07sw05-63665-e> Go Links >>

OCLC FirstSearch ANDREWS UNIV

FirstSearch Home

- Welcome to the OCLC FirstSearch service, connecting you to information in a wide range of subjects in 33 databases.
- Looking for a general database to search? Try:
[ArticleFirst](#) - Articles | [ECO](#) - Journal Articles | [WorldCat](#) - Books etc.
- If you have saved searches, you can access them here: [Previous Searches](#)

Home Databases Resource Sharing Staff View My Account Options Comments Exit Hide/Show

List All Databases List Databases by Topic Suggest Best Databases Go to page

Intro News Help

Search for: amish and pennsylvania 1

In: Arts & Humanities 2

3 Search Clear

Jump to Advanced Search: - Select a Database to Search - 4

English Español Français 日本語 한국어 中文(繁體) 中文(简体) Options Comments Exit

Advanced Search

1. Enter your search terms in the boxes.
2. Choose the type of search (keyword, author, or title).
3. Select the appropriate Boolean Operator.
4. Indicate limits (options vary between databases).
5. Click **Search**.
6. Click one of the options under **Databases** to change to a different database or add in two other databases.

Boolean Operators

And combines two or more terms to narrow the search:
abortion and teens.

Or looks for at least one term to broaden the search:
teen or adolescent.

Not looks for records which do not contain the term which follows the operator **not**:
child not infant.

Results List

1. Total number of results
 2. Click **Full Text** to see the article.
 3. Use the arrows to move forward or backwards in the list.
 4. If you want to do a new search, click on **Searching**.
 5. Click on the title of an article to view the full record
- OR**
6. Click in the boxes next the records to mark them for export.
 7. Click on **Marked Records** to view, print, email, or save records as a group.

Tip

Click on **External Resources: Search for Full-Text** to find out if the article is available in print or electronic form at James White Library.

The screenshot shows the FirstSearch website interface. At the top, there is a navigation bar with tabs for Home, Databases, Searching, Results, and Resource Sharing. Below this is a search bar and a list of records. The first result is titled "Putting the Amish to Work : Mennonites and the Amish Culture Market, 1950-1975." and includes a checkbox, a "6" in a box, and several links for viewing full text. The second result is titled "Church-Related Institutions." and includes a checkbox, a "5" in a box, and a link for more details. The third result is titled "Plain and Fancy : A Review of Research in Mennonite Folk Arts." and includes a checkbox and a link for more details. The interface also features a "Marked Records" tab and various utility icons like Sort, Related Subjects, and Print.

Full Record

1. Click **List of Records** to return to results list.
2. Click **E-mail** to send a copy of the full record to your personal e-mail account.
3. Clicking **Print** reformats the record for printing. Use your browser's print commands to print.
4. If our library does not own an item, use **ILL** or **Borrow this Item From Another Library** (see Web site for policies).
5. To save information to a storage device, click **File**, then **Save as**, change File Name then click **Save**,
OR
6. Click **Export** to save record in an Endnote or other bibliographic management system (requires software).

Money Saving Tip

To avoid printing unwanted pages, use **File > Print Preview** to determine which pages you need. Printing to a library printer costs 10 cents per page.

The screenshot shows a Microsoft Internet Explorer browser window titled "FirstSearch: ATLA Religion Detailed Record". The address bar shows the URL: <http://newfirstsearch.oclc.org/WebZ/FSFETCH?fetchtype=fullrecord;next=html/record.html;bad=error/badfetch.html;resultset=>

The browser's navigation bar includes buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, History, Mail, Print, Edit, and Dell Home. A "Go" button is also present.

The main content area displays the following information:

- Navigation:** "List of Records" (highlighted with a '1'), "Detailed Record", "Marked Records", and a "Go to page" dropdown menu.
- Actions:** A row of icons for "Libraries", "ILL", "E-mail", "Print", "Export", and "Help". The "ILL" icon is highlighted with a '4', "E-mail" with a '2', "Print" with a '3', and "Export" with a '6'.
- Search Results:** "ATLA Religion results for: kw: amish and (kw: pennsylvania or (kw: new and kw: york)). Record 3 of 29." Below this are "Prev" and "Next" buttons, and a "Mark:" checkbox.
- GET THIS ITEM:** A section with the heading "Availability: Check the catalogs in your library." containing three links: "Libraries worldwide that own item: 356", "Search the catalog at your library" (highlighted with a '4'), and "Borrow this item from another library (Interlibrary Loan)".
- External Resources:** A link for "Search for Full-Text".
- FIND RELATED:** A section with the heading "More Like This: Advanced options ...".
- Author(s):** "Beck, Ervin."
- Title:** "Plain and Fancy: A Review of Research in Mennonite Folk Arts."
- Source:** "Mennonite Quarterly Review 71 no 1 Ja 1997, p 69-91. Issue Record: [ATLA0000160292](#)".
- Year:** "1997".
- Standard No:** "ISSN: 0025-9373".
- Language:** "English".
- SUBJECT(S):** A section with the heading "Descriptor: [Art, Christian -- Bibliography.](#) [Folk art.](#)".

