

Sample Searches for OCLC FirstSearch Databases

Database Selection

To select the best database for your topic:

1. Enter your search terms.
2. Select the relevant broad category.
3. Click **Search** (go to page 2)

OR

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

Why Use?

FirstSearch provides access to more than 40 article indexes and includes some fulltext articles.

Access Path:

From the home page (<http://www.andrews.edu/library>) click **Find Articles** followed by **FirstSearch (OCLC)**.

The screenshot shows the OCLC FirstSearch Home page. The browser window title is "FirstSearch: FirstSearch Home - Microsoft Internet Explorer". The address bar contains the URL: "http://newfirstsearch.oclc.org/WebZ/FSPrefs?entityjsdetect=javascript=true:screenize=medium:sessionid=sp07sw05-63665-e". The page header features the OCLC logo, the text "FirstSearch", and "ANDREWS UNIV". Below the header is a navigation bar with "Home", "Databases", and "Resource Sharing" tabs. A search form is present with a search box containing "amish and pennsylvania", a dropdown menu set to "Arts & Humanities", and "Search" and "Clear" buttons. A "Jump to Advanced Search" dropdown is also visible. The footer contains language options: English, Español, Français, 日本語, 한국어, 中文(繁體), 中文(简体), and links for Options, Comments, and Exit.

Database Selection, cont.

1. Look at the estimated number of results in each database listed.
2. This symbol indicates that some or all articles indexed by this database are in fulltext.
3. The information icon links to more information about the database.
4. Select up to three databases by clicking in the boxes.
5. Click **Select**.

Tip

A gray bar near the top of each OCLC FirstSearch screen shows you which databases and search terms are currently in use.

The screenshot shows the OCLC FirstSearch interface. At the top, a gray bar displays the current database as 'None' and the current topic as 'Arts & Humanities'. Below this, a table lists databases with their estimated results and full-text availability. The 'Full Text' column uses icons to show the number of full-text articles: a circle with '3' for WorldCat, a circle with '2' for MLA, and a circle with '1' for ATLA Religion, BookReview, and HumanitiesAbs. A 'Select' button is visible at the top left of the table area.

Est. Results	Database	Description	Updated	Info	Full Text
1000	WorldCat	OCLC catalog of books and other materials in libraries worldwide	2004-11-10	1	3
150	MLA	Literature, language, linguistics, folklore	2004-10-29	1	2
40	ATLA Religion	Religious and theological literature for students and faculty	2004-08-20	1	1
30	BookReview	Reviews of current English-language fiction and nonfiction books	2004-11-09	1	1
20	HumanitiesAbs	Abstracts covering diverse subject areas of the humanities	2004-11-09	1	1

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.

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.

FirstSearch: MLA Advanced Search - 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/LogDbChange?dbchoice=1:next=NEXTCMD%7F/WebZ/FSMakeSearch?te> Edit with Microsoft Word for Windows

MLA Advanced Search

Enter search terms in one or more boxes and click on Search.

Home **Databases** Searching Resource Sharing Staff View My Account Options Comments Exit Hide Log

Basic Search Advanced Search Expert Search Previous Searches Go to page

Subjects News Help Current database: MLA Bibliography

5 Search Clear

Search in database: MLA (Updated: 2004-10-29)
Literature, language, linguistics, folklore

Search for: amish **1** Keyword

and **3** and pennsylvania or new york **2** Keyword

4 Limit to: Year (format: YYYY-YYYY)
Document Type Phrase All
Language Phrase All
Peer Reviewed All

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.

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. After clicking print, use your browser's print commands to print.
4. If our library does not own an item, use **ILL** to request it from another library.
5. To save information to a floppy diskette, click **File**, then **Save as**, change File Type to **plain text**, change File Name to **a:name of file**, then click **Save**
OR
6. Click **Export** to save record in an Endnote library (requires Endnote 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 window displays a detailed record for "Plain and Fancy: A Review of Research in Mennonite Folk Arts". The record is displayed in a structured format with various sections:

- Availability:** Check the catalogs in your library.
 - [Libraries worldwide that own item:](#) 356
 - [Search the catalog at your library](#)
 - [Borrow this item from another library](#) (Interlibrary Loan)
- External Resources:** [Search for Full-Text](#)
- FIND RELATED**
- 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)**
- Descriptor:** [Art, Christian -- Bibliography.](#)
[Folk art.](#)

The browser window also shows a navigation bar with buttons for "Libraries", "ILL", "E-mail", "Print", "Export", and "Help". The "Print" button is highlighted with a red box and the number "3". The "Export" button is highlighted with a red box and the number "6". The "E-mail" button is highlighted with a red box and the number "2". The "Libraries" button is highlighted with a red box and the number "4". The "List of Records" button is highlighted with a red box and the number "1". The "Detailed Record" button is highlighted with a red box and the number "5". The "Marked Records" button is highlighted with a red box and the number "6".

Interlibrary Loan

1. Fill out the form as completely as possible.
2. **Patron ID** is your Andrews University ID number.
3. Select the department in which you study or work.
4. Leave **Date Needed** and **Max Cost** blank.
5. Select the appropriate status.
7. Click **Submit**.

Policy

For complete information about Interlibrary Loan, obtain a copy of the **Interlibrary Loan Policy** from the Information Desk or Web site.

FirstSearch: Interlibrary Loan Request - Microsoft Internet Explorer

Address <http://newfirstsearch.oclc.org/WebZ/FSPage?pagename=patronill;sessionid=sp07sw04-44585-e1geel56-ju80te:entitypagenum=4> Go Links »

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*First Name **1**

*Last Name

*Address

*City

*State/Region/Prov.

*Postal Code

Country

*Telephone

Fax

*Email

2 *Patron ID

*Dept or Branch **3**

Date Needed **4** YYYYMMDD

Pick-up Location

Max Cost **4** 00.00

*Status **5**

Comments