Information Resources for e-Business Students

Module 5: Databases

Objectives

We will look in depth at one of the databases that Swinburne subscribes to. The library catalogue is the complete record of our holdings both in print and electronic format and if you have looked at the catalogue module (Module 2) then you’ll have an idea of this already.

Accessing the databases

There are a large number of databases which Swinburne students can access remotely (about 400). They are linked to the library home page. If you know the name of a particular database you wish to use, click on Browse all other databases and select the letter it begins with or click on Subject starter guides.

There are also direct links for some of the more popular database providers such as EBSCOhost and Thompson Gale. You can see the radio button for EBSCOhost is selected by default.

You can find information on searching each database when you click on its link, and we’ll demonstrate one of these. EBSCOhost is one of our larger providers of databases and is a good one to show. With EBSCOhost selected, click on the Search button.
You will be prompted for your OPAX username and password if you are off campus.

The EBSCOhost screen is then displayed.

You have three options to select from at the first screen:

* **EBSCOhost Quick search** allows you to search more than one database at a time either by searching all the databases by doing a simple keyword search directly from this screen.
* Or you can select the second option (**Go to EBSCOhost**), to select specific databases simply by clicking in the boxes next to the database title at the next screen.
Or you can search one specific database, from the list displayed. In this example, we’ll select the second option. Click on Go to EBSCOhost.

This **Choose Database** screen will appear (there may be an intermediate screen beforehand but just keep going…)

Select **Academic Search Premier** and **Business Source Premier**, then click **Continue**.

**Basic Search**

The Basic search screen appears. If you want the database to search for an exact phrase then it’s a good idea to use quotation marks. For this example, use the search term “virtual communities”, then click the **Search** button.
A large number of records are retrieved from this search. Many of them have links to the full text of the article. This means you can read the article on screen, print or download it, or email it to yourself or someone else. Some articles are in html form, some in pdf and some in both.

The SFX button links you to locations in other databases where the full text of the article may be available. As Swinburne subscribes to over 400 databases this is a very helpful feature!

If you wish to limit your search so that you only retrieve those available in full text online, click on the blue Refine search button (you can see it just above the results on the left side of the screen). Select the box beside the words Full Text. You can also limit your search to Peer Reviewed to make certain all articles are from scholarly, academic journals.
Limiting will significantly reduce the number of records retrieved and you can be sure they are of high quality, being peer reviewed.

If you want to read an article which is not in full text online in EBSCO you may find it on another database that Swinburne subscribes to (or by following the SFX link). Or it may be held in print copy at one of the campus libraries. To find out, check the library catalogue for the name of the journal under **periodicals – title** as shown in Module 2.

You could also search other libraries catalogues as shown in Module 3.
**Advanced Search**

An Advanced Search in a database enables you to have more control over the search than basic searching. On the EBSCOhost screen, click the Advanced Search tab on the toolbar at the top. Use this search option to combine search terms and to search specific fields of the record such as author, subject, title or journal name.

In this example, we are looking for an article called ‘*Trust in e-commerce*’ by Milena Head. Select **Title** from the drop-down menu to the right of the search boxes, and key in “*trust in e-commerce*” in the first search box. Select **Author** from the second drop-down search box and type in ‘*Head*’. Leave **AND** as the operator between the terms. Click **Search**.

![Advanced Search Example](image)

The precise article is retrieved.
While you are searching, you can print, email or save articles as you go, or you can put them into a folder and deal with them all at once at the end of the search session. Look at this list (in the screenshot below) and note how two articles have been added to a folder.

You can also add articles after you have displayed them.

When you have finished searching \textit{EBSCO}, go into your folder (by clicking on the \textit{Folder has \(X\) items} link at the top) to review your selections. If you have changed your mind you can remove an article before printing, saving or emailing the others.
To print, click the **Print** icon at the top of the screen. The **Print Manager** window will appear. Click **Print** again.
Gale Databases

*Thompson Gale* is another collection of databases that has similar features to EBSCO and many of the other databases. They may look a little different on screen but the same search techniques apply.

Supersearch

You can also select *Supersearch* on the library home page, by clicking in the radio button. *Supersearch* allows you to search up to 15 databases simultaneously, so it’s a good idea to check out this website.
You may wish to use *Supersearch* – either the Quicksets that have already been selected for you, or select your own. There are plenty of helpful guides available to you on this website.

If you have trouble accessing our online resources, click on the link to the **problems** page. You can only find this link in the left margin if you are already trying to use a database. To demonstrate, the screenshot below is from the EBSCOhost home page.

This is very useful. If you have problems using any of our online resources it’s a good idea to check this out. If you scroll down you will find the solution to the cookie problem.
Problems using online resources

Due to variations in the setup and configuration of remote computers and networks, some online resources may not be usable from some remote computers and/or networks. Personal or network security software may cause some online resources to be unusable from some remote computers and/or networks. The library does not guarantee that all online resources will work from remote computers and networks.

Some problems may arise when using certain browsers. If you are having problems when using Internet Explorer we suggest trying to use Firefox instead.

Problems Logging In

See the separate web page about how to login.

There are different instructions for logging into the catalogue.

A link does not work from BlackBoard

There is a problem with many links not working from BlackBoard.

Try copying the link and opening a new browser window outside BlackBoard, then try going to the link. Alternatively, you can go directly to the relevant databases from the Catalogue's database list and then search for the article.

A link works on campus but not from off campus

If you cannot connect from off campus to a database article link (e.g., in BlackBoard) it is possible that your lecturer/teacher has set up a proxy so that you can access the resource. This is subject to network/database rules to work off campus. Try clicking the following guide above to enable off-campus access:

http://proxy.etc.edu.uk/enable/proxy.html

Happy searching!