



DEAN B. ELLIS LIBRARY

Arkansas State University
(General Library Handout)

Searching the Catalog with ELLIS

The “Catalog” portion of the Ellis Online System is the basic index to the Library’s book collection and periodical holdings. Computer terminals throughout the library are available to connect to this catalog. As well, this database can be accessed by any computer connecting to the web using the following address: <http://library.astate.edu> and then choosing the “online catalog.”

Search options:

BASIC SEARCH includes a variety of ways to search:

Keyword Relevance, Author, Title, Subject, Call Number, Journal
Title Keyword, and Boolean (and, or, not)

ADVANCED KEYWORD SEARCH

provides the use of templates to structure a search. It uses boolean capabilities to combine the variables of a search.

COURSE RESERVES

allows you to search for items on reserve for selected classes.

BASIC SEARCH

When using the *Basic Search* consider the following helps.

1. Always highlight the particular method by which you plan to search. (on the right)
2. Type the word(s) you want to search in the appropriate text box. (on the left)
 - Use a question mark (?) after a search term to indicate truncation: comp?
 - Use quotation marks to search for specific phrases: “world wide web”
 - Use a plus sign (+) before a term to indicated an essential term: +internet
3. Click on the Limits icon if you want to limit your search based on other criteria.
4. Click on the drop down menu to select the number of records you want to display on a page.
5. Click the **Search** button to begin your search. Click the **Reset** button to clear the search page.

Basic Search Examples

Keyword Relevance Search

“world wide web” “world wide web” +netscape +Microsoft compet?

Author, Title, Subject, Journal

(the author , Edgar Allen Poe)	poe, e poe, edgar a poe, edgar allen	(last name first)
(title of the book, <u>Gone with the Wind</u>)	Gone With The Wind gone with the w gone with t	(complete titles, nor capitals are necessary)
(subject heading for capital punishment)	capital punishment	(exact words and phrases are necessary)
(title for the journal called, <u>Journal of Social Issues</u>)	journal of social issues Journal of Social	(complete titles, nor capitals are necessary)

ADVANCED KEYWORD SEARCH

An **Advanced Keyword Search** finds records using keywords located anywhere in a record, or only in specific fields.

1. Type in the search term(s) you want to find in the box “**Search For.**” Punctuation, case and word order are ignored. Your search terms are automatically truncated on the right.
2. Default search criteria can be modified for your search:
 - Select from the drop-down list whether you want to search for all the search terms, any of the search terms, or the search term as a phrase.
 - Select which Boolean operator you want applied to the next search term(s) **And, Or, Not.**
 - Narrow your search by selecting search fields from the **Search by** (drop-down list)
3. Click the Limits icon if you want to limit your keyword search based on other criteria.
4. Click the **Search** button to begin your search. Choose **Reset** to clear the search page.

COURSE RESERVES

A **Course Reserves** search allows you to search for items on reserve for various classes and instructors. To perform a **Course Reserves** search:

1. Select one item from one (or more) of the following drop-down lists: Instructor, Department, Course, or Section. Note: you cannot Limit a course reserves search.
 2. Click the **Search** button to begin your search. Click the **Reset** button to clear the search page.
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LIBRARY LOCATION CODES

1. ASUA general collection	13. ASUM Ark. Rm. Lenski	25. ASUY microcard
2. ASUB reference	14. ASUN Ark. Rm. oversize	26. ASUZ microfiche
3. ASUC oversize	15. ASUO periodicals	27. ASU1 microfilm
4. ASUD closed shelf	16. ASUP curriculum lab	28. ASU2 Hough
5. ASUE abstracts	17. ASUQ index	29. ASU3 Arkansas doc.
6. ASUF law reference	18. ASUR government doc.	30. ASU4 Ark. Rm. Wilson
7. ASUG rare	19. ASUS gov. doc. oversize	31. ASU5 pamphlet
8. ASUH museum	20. ASUT gov. doc. ref. (L.C.)	32. ASU6 AV – audio
9. ASUI atlas	21. ASUU gov. doc. ref. (S.D.)	33. ASU7 AV – video
10. RESERVE circulation	22. ASUV gov. doc. serial	34. ASU8 AV – multimedia
11. ASUK map	23. ASUW library science	35. ASU9 museum archives
12. ASUL Arkansas Room	24. ASUX library science ref.	

Library location codes can be used in a BASIC SEARCH (Keyword Relevance Search) to limit a search to a geographic area of the collection. *Examples:*

+**ASUB** +**physics** +**encyclopedia** (locates an encyclopedia of physics in the reference collection.)

+**King** +**Lear** +**ASU7** (locates a video with the words “King Lear” in the title or description)

+**ASUO** +**Biology** (locates magazines or journals with the word “Biology” in the title or description)

LOCATING BOOKS WITH CALL NUMBERS

General Collection

A – HJ 3rd Floor

HM – PR 4th Floor

PS – Z 5th Floor

INDEXES

Periodical Indexes

Popular Index

- *Reader's Guide to Periodical Literature* (**table #3**)
(sample subject entry to *Reader's Guide to Periodical Literature*)

COLLEGE ATHLETICS

see also

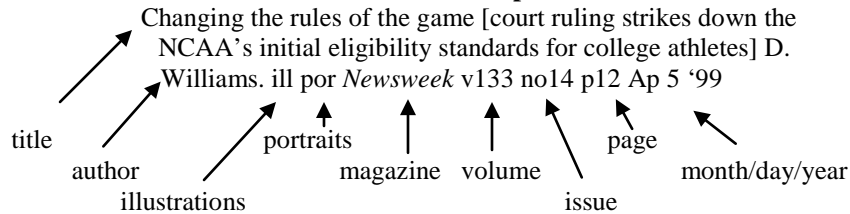
Basketball, College

Football, College

National Collegiate Athletic Association

Gender benders [Title IX used by feminists to discriminate against men in college athletics] J. A. Rabkin. *The American Spectator* v32 no4 p 58-9 Ap '99

Ethical Aspects



Abbreviations to magazine titles and their full titles are often found in front of the index.

Scholarly Indexes

- *Applied Science and Technology* (abstract shelves)
- *Art Index* (abstract shelves)
- *Biological and Agricultural Index* (abstract shelves)
- *Business Periodicals Index* (abstract shelves)
- *Education Index* (abstract shelves)
- *Humanities Index* (to Mar. 1983) (abstract shelves)
- *Index to Legal Periodicals* (abstract shelves)
- *Social Science Index* (to Mar. 1984) (abstract shelves)

Other Indexes

Newspaper:

New York Times – (paper and online) (abstract shelves)

Arkansas Democrat-Gazette (abstract shelves)

Various titles – *Lexis/Nexis Academic* (online database)

Book or Partial Contents:

Essay & General Literature Index (abstract shelves)

Bibliographic Index (abstract shelves)

DATABASE SEARCHING

Basic tools for searching databases include “Boolean Searching” and “Truncation” **AND, OR, NOT** are the words used between subject terms or small phrases typically used in bringing precision to a search in a database. **TRUNCATION** includes the use of symbols such as: *, ?, !, \$. These symbols allow the search to include any variation of the word. An example might be: “environ*”. This could include environment, environments, environmental, environmentally. See the examples below.

women **and** prison* (*And brings together both terms in the same record*)
 women **or** female? (*Or adds together like words or terms as if they were one term*)
 inmates **not** female! (*Not eliminates all records with the word that follows Not*)
 (women **or** female*) **and** (prison* **or** inmate*) (parentheses are required only when using **Or**)

Alphabetical List of Online Databases

Dean B. Ellis Library

Many of these databases are limited to access by the students, faculty, and staff of ASU-Jonesboro as indicated by *****

Database Name	Format	Subject	Access	Truncation
ABI/Inform	Some full text/Cit./Abst.	Business	*****	*
Academic Search Complete	Some full text/Cit./Abst.	General	*****	*
ACM Digital Library	Full text/Citations/Abst.	Computing	*****	!
African American Stud. Center	Full text	African American	*****	*
AGRICOLA (NAL)	Some full text/Citations	Agriculture	No use restrictions	*
Aluka	Full text	African Studies	*****	*
America: History and Life	Cit./Abst. (Links to full text in JSTOR & Project Muse)	U.S. and Canadian History	*****	*
American Memory	Full text	Primary sources	No use restrictions	*
Annals of American History	Full text	Primary Sources	*****	*
Annual Reviews	Some full text	Science/Social Sci.	*****	*
Applied Science Index	Citations	Applied science	*****	*
Arkansas Digital Sanborn Maps	Maps	Arkansas	*****	?
Art Index	Citations	Art	*****	*
Article First (First Search)	Citations	General	*****	*
ASSIA: Applied Social Sciences Index and Abstracts	Some full text/Cit./Abst.	Social Sciences	*****	*
AUL Index to Military Periodicals	Some full text/Cit./Abst.	Military	No use restrictions	?
Biological Abstracts	Citations/Abstracts	Biology	*****	*
Biological and Agric. Index Plus	Some full text/Cit./Abst.	Biology & Agriculture	*****	*
BioMed Central	Full text/Citations/Abst.	BioMed	No use restrictions	*
BNA Tax and Acct. Center	Full text/Citations	Taxes	*****	*
Book Index with Reviews	Full text/Book reviews	Book Reviews	*****	*
Book Review Digest Plus	Citations/Abstracts/ reviews	Book Reviews	*****	*
Books in Print	Citations	General	*****	*
Books in Print for Librarians	Citations	General	*****	*
Business Source Complete	Some full text/Cit./Abst.	Business	*****	*
Careers Internet Database	Career Guidance Reports	Careers	*****	N/A
Catalog of US Govt Pubs. 1994-	Full text/Citations	Government	No use restrictions	*

CCH Tax Research Network	Full text	Taxes	*****	!
ChoiceReviews Online	Full text	Book Reviews	*****	*
CINAHL 1982-present	Some full text/Cit./Abst.	Nursing/Allied Health	*****	*
Clase and Periodica (Index of Latin American Journals)	Citations	Science & Humanities	*****	8
Cochrane Library	Citations/Abst./Reviews	Healthcare	*****	*
College Source Online	Full text	Education	*****	N/A
ComAbstracts	Citations/Abstracts	Communication	*****	*
Comm. and Mass Media Compl.	Full text/Citations Abstracts	Communication	*****	*
Communication Journals Index	Citations	Communication	*****	*
Congressional (LexisNexis)	Full text/Source	Government	*****	!
Credo Reference (Xrefplus)	Reference Materials	General	*****	*
CQ Researcher	Full text	General	*****	*
Current Index to Statistics	Some full text/ Cit./Abst.	Statistics	*****	N/A
Current Research @ ASU	Cit./Abs. 24 page previews	General	*****	?
Directory of Open Access Journals	Full text/Citations/Abst.	Sciences/ General	No use restrictions	N/A
Dissertations & Theses	Full text/Citations/Abst.	General	*****	*
EBSCO Animals	Full text/Source	Animals	*****	*
EBSCOhost	Some full text/Cit./Abst.	General	*****	*
Edgar	Full text/Corporate filings	Business/Corp. filings	No use restrictions	!
Education Research Complete	Some Full text/Cit. / Abst.	Education	*****	*
Electronic Collections Online	Citations	General	*****	*
Electronic Journals Service	Some full text/Citations	General	*****	*
eLibrary	Full text/Citations	General	*****	*
Emerald Management Xtra	Some full text/Cit./Abst.	Business	*****	*
Enciclopedia Juvenil	Full text (Spanish)	General	*****	*
Enciclopedia Universal en Espanol	Full text (Spanish)	General	*****	*
Encyc. Britannica Online Acad.	Full text	General	*****	*
Encyc. Britannica Online School	Full text	General	*****	*
Energy Citations Database 1948-	Some full text/Citations	Energy	No use restrictions	*
ERIC (FirstSearch)	Some full text/Cit./Abst.	Education	*****	*
ERIC (Cambridge Scientific Abs.	Citations/Abstracts	Education	*****	*
ERIC (EBSCOhost)	Some full text/Cit./Abst.	Education	*****	*
eScholarship Repository (U.C.)	Full text/Citations/Abst.	General	No use restrictions	N/A
Facts on File Reference Suite	Full text	Archived News	*****	*
Federal Resources for Education	Full text/Lesson plans	Lesson plans	No use restrictions	N/A
Fiction Connection	Citations	Fiction	*****	*
Find Articles	Full text/Citations/Abst.	General	No use restrictions	N/A
First Search (various databases)	Some full text/Cit./Abst.	General	*****	*
Foundation Directory Online	Full text	Grants	In library use only	*
Funk & Wagnalls NewWorld Ency.	Full text	General	*****	*
Gale Discovering Collection	Full text/Citations	General	*****	*
General Science Index	Some full text/Cit./Abst.	Sciences	*****	*
Globus and NTDB (Stat-USA)	Full text	Business Data	In library use only	N/A
GPO Monthly Cat. (FirstSearch)	Citations	Government.	*****	*
GPO Access List of Free Databases	Some full text/Cit./Abst.	Government	No use restrictions	*
GreenFILE	Some full text/Cit./Abst.	Environment	*****	*
Grove Dict.of Art: see Oxford Art	Full text	Art	*****	*
Grove Music Online: see Oxford Music Online	Full text	Music	*****	*
Health and Wellness Res. Center	Full text	Medicine	*****	*
Health Source – Consumer Edition	Full text/Citations/Abst.	Medicine	*****	*
Health Source: Nursing/Acad.Ed.	Some full text/Cit./Abst.	Medicine	*****	*
Historical Abstracts	Cit./Abst. (Full text links)	World History	*****	*

<u>Historical Newspapers</u>	Full text	Historical Newspapers	*****	?
<u>History Universe: Guide to Microforms</u>	Guides to microforms	History	*****	!
<u>Hoover's Company Records</u>	Full text/Abstracts	Business	*****	*
<u>Hoover's Online</u>	Full text	Business	No use restrictions	N/A
<u>Humanities Index</u>	Citations	General	*****	*
<u>In the First Person</u>	Some full text/Citations	Primary Sources Hist.	*****	*
<u>Ingenta Connect</u>	Full text (for a fee)/Cit.	General	*****	*
<u>International Civil Engineering Abs</u>	Abstracts	Engineering	*****	*
<u>Internet and Personal Comput.Abs.</u>	Some full text/Cit./Abst.	Internet/computing	*****	*
<u>IOP Science</u>	Full text/Citations/Abst.	Science	*****	N/A
<u>JSTOR</u>	Full text/Cit./Some abst.	General	*****	+
<u>Kraus Curriculum Development</u>	Some full text/Cit./Abst.	Education	*****	*
<u>Learning Express</u>	Test questions	Test Preparation	*****	N/A
<u>Legal Collection (EBSCOhost)</u>	Full text/Citations	Law	*****	*
<u>LexisNexis Academic</u>	Mostly full text/Citations	Law, Business, Gen.	*****	!
<u>LexisNexis Congressional</u>	Mostly full text/Source	Government	*****	!
<u>LISA: Library and Info.Sci.Abst.</u>	Citations/Abstracts	Library	*****	*
<u>LISTA (Library Information Science & Technology Abstracts)</u>	Some full text/Cit./Abst.	Library	*****	*
<u>Literary Index</u>	Index to Gale Pub.	Literature	No use restrictions	*
<u>Making of America Journals</u>	Full page image	Primary sources	No use restrictions	*
<u>Marquis Who's Who on the Web</u>	Biography profile	Biography	*****	*
<u>Mas Ultra School Edition</u>	Some full text/Cit./Abst	Education	*****	*
<u>MasterFILE Premier (EBSCOhost)</u>	Some full text/Cit./Abst	General	*****	*
<u>MathSciNet</u>	Some full text/Cit. Abst.	Math/Science	*****	*
<u>Medline (First Search)</u>	Citations/Abstracts	Medicine	*****	*
<u>Medline (Ovid)</u>	Some full text/Cit./Abst.	Medicine	*****	\$
<u>Medline Plus</u>	Full text	Medicine	No use restrictions	*
<u>Mergent Online-formerly FISonline</u>	Company data/Annual Rept.	Business	*****	N/A
<u>Middle Search Plus (EBSCOhost)</u>	Full text/Citations/Abst.	General	*****	*
<u>Military & Government Collection</u>	Some full text/Cit./Abst.	Military	*****	*
<u>MLA Directory of Periodicals</u>	Directory of Journals	Language & Lit.	*****	*
<u>MLA International Bibliography.</u>	Some full text/Cit./Abst.	Language & Lit.	*****	*
<u>Music Index Online</u>	Citations	Music	*****	\$
<u>National Academy Press</u>	Full text/Book citations	Science, Engin., Med.	No use restrictions	*
<u>National Criminal Justice Reference Service Abst. (NCJRS)</u>	Citations/Abstracts	Criminology	No use restrictions	*
<u>National Criminal Justice Reference Service Abs.(CSA)</u>	Web citations: Full text/Citations/Abstracts	Criminology	*****	*
<u>Naxos Music Library</u>	Music	Music	*****	N/A
<u>netLibrary</u>	Ebooks/Full page images	General	*****	*
<u>News (LEXIS-NEXIS)</u>	Full text/Citations	General	*****	!
<u>Newspaper Source (EBSCOhost)</u>	Full text/Citations/Abst.	General	*****	*
<u>Nicaragua Collection</u>	Full page images	History	*****	?
<u>Open J-Gate Portal</u>	Full text/Index	General	No use restrictions	
<u>Opposing Viewpoints Res. Center</u>	Full text	General	*****	*
<u>Ovid</u>	Some full text/Cit./Abst.	Science, Tech. Med..	*****	\$
<u>Oxford African Amer. Stud. Center</u>	Some full text/Cit./Abst.	African Amer. Studies	*****	*
<u>Oxford Art Online</u>	Full text	Art	*****	*
<u>Oxford English Dictionary Online</u>	Dictionary entries	Dictionary	*****	*
<u>Oxford Journals Online</u>	Some full text/Cit./Abst.	Varied disciplines	*****	* ?
<u>Oxford Music Online</u>	Full text	Music	*****	*
<u>Oxford Reference Online</u>	Reference links	Reference	*****	*
<u>PAIS Archive</u>	Some full text/Cit./Abst.	Politics/General	*****	*

PAIS International	Some full text/Cit./Abst.	Politics/General	*****	*
PapersFirst (FirstSearch)	Citations	General	*****	*
Pilots (Published International Literature on Traumatic Stress)	Citations/Abstracts	Psychology	*****	*
Philosopher's Index	Citations/Abstracts	Philosophy	*****	*
Physical Education Index	Citations/Abstracts	Physical Education	*****	*
Physical Review A, B, C, D, E	Full text/Citations	Physics	*****	N/A
Points of View Reference Center	Full text	General	*****	*
Primary Search (EBSCOhost)	Some full text/Cit./Abst.	Education	*****	*
ProceedingsFirst (FirstSearch)	Citations	General	*****	*
Proceedings of the Natl. Academy of Sciences of the USA	Full text/Citations/ Abstracts	Sciences	*****	*
Professional Development Coll.	Full text/Citations/Abst.	General	*****	*
Project Muse	Full text/Citations	Hum., Math, Soc. Sci	*****	*
Proquest	Some full text/Cit./Abst.	General & Business	*****	?
PsycInfo 1887 - present	Some full text/Cit./Abst.	Psychology	*****	*
PubMed	Some full text/Cit./Abst.	Medicine	No use restrictions	*
PubMed Central	Full text/Cit./Some abstracts	Medicine	No use restrictions	*
Reference (LEXIS-NEXIS)	Full text	General	*****	!
Regional Business News (Ebsco)	Full text/Citations	Business	*****	*
RIA Checkpoint	Tax Accounting Research	Tax Accounting	*****	*
RSNA Index to Imaging Literature	Full text/Citations/Abst.	Radiology	*****	*
Science Direct	Some full text/Cit./Abst.	Sciences	*****	*
Science.gov	Index of Web Sites	Sciences	No use restrictions	*
SciFinder Scholar	Citations/Abstracts/Substance & Reaction Databases	Chemical citations-other	*****	N/A
Scirus	Some full text/Cit./Abst./Web	Science/Medicine	No use restrictions	Open
Scitopia	Citations/Abstracts	Science	No use restrictions	*
SDBS Compounds and Spectral	Chemical information	Chemistry	No use restrictions	%
Social Sciences Database	Some full text/Citations/Abst.	Social Science	*****	*
Social Sciences Index	Citations	Social Sciences	*****	*
Social Services Abstracts	Some full text/Cit./Abst./Web	Social Sciences	*****	*
Sociological Abstracts 1963 -	Some full text/Cit./Abst./Web	Social Sciences	*****	*
SRDS Advertising Source Online	Advertising information	Advertising	*****	N/A
Stat-USA	Full text	Statistics	In library use only	N/A
TOPICsearch (EBSCOhost)	Full text/Citations	Current Events	*****	*
Ulrich's Periodicals Directory	Citations	Periodicals Directory	*****	*
U.S.A.Gov	Web sources	Government	No use restrictions	
Web of Science	Citations Abstracts	Sciences/Social Sci.	*****	*
WebSpirs	Some full text/Citations/Abst.	Varied disciplines	*****	*
Webster's Third International Dict.	Dictionary entries	General	*****	*
Wiley InterScience	Some full text/Citations/Abst.	Science	*****	*
Wilson Web	Some full text/Citations/Abst.	Varied disciplines	*****	*
World Almanac	Full text	General	*****	*
WorldCat (FirstSearch)	Book and other format cit.	General	*****	*
WorldCat Dissertations and Theses	Some full text/Citations/Abst.	General	*****	*
World Data Analyst	Statistical comparisons	General	*****	*
Worldwide Political Science	Some full text/Citations/Abst.	Politics	*****	*
				Fall 2008