

## WebSPIRS

### What is WebSPIRS?


WebSPIRS is a system of databases at Hilton M. Briggs Library used to access a variety of databases including Biological Abstracts, CAB Abstracts, Current Contents, and INSPEC.

### Accessing WebSPIRS

From the Hilton M. Briggs Library home page, <http://lib.sdstate.edu>, click **RESEARCH DATABASES**. Scroll down to **WEBSPIRS** and click. To log in from off campus, contact the library information desk to obtain a password. Phone 605-688-5570, or toll-free at 1-800-786-2038; e-mail: [blref@sdstate.edu](mailto:blref@sdstate.edu)

### Searching WebSPIRS




#### 1. Select a database.






- WebSPIRS offers several research databases. To select one or more, place a check in the box(es) next to the desired database(s). For database information click  beside database.
- To find appropriate database, click **SUGGEST DATABASES**. Enter search term(s). A list of databases will appear. Check the desired databases. Click on **START SEARCHING**. A search box will appear.
- To change databases at any time, click **CHANGE DATABASE(S)** at the top of each screen.
- Click **DATABASE GUIDE** at the top of any screen to view all the fields in a database, their abbreviations, and searching examples.

#### 2. Search:

- **Word or phrase** search: Choose **anywhere** or click the drop-down menu next to the search box to search by: **Title, Author, Subject**.
- Enter term(s) and click **SEARCH**.
  - Use the **LIMIT SEARCH TO** box on the right side of the screen to select additional limiting options – click **more** for additional options.
  - Click **SUGGEST** button under the search box to browse related keywords/terms.
  - **Search Hints** are listed on the bottom half of the screen, or click **HOW DO I?** drop-down menu for specific questions.
  - **Truncation** allows usage of wild card characters to find variant spellings and forms of a word. Use \* sign for variations occurring at the end of a word. Use a ? sign for variations within a word. For example, **forag \*** retrieves **forage, foraging, forages**, etc. **Labo??** retrieves **labor, labour**.

#### 3. Viewing Results:




- On search results screen, click **complete record** to view in-depth citation.
- Full-text articles available electronically will display **FULL TEXT OPTIONS**  at the top of the complete record, OR an abbreviated "FTXT" and  on the short citation results list. Click on the link to obtain the full text of the article.
- Articles available via print library subscriptions are denoted using the **AVAILABLE FROM LIBRARY**  icon only. In order to determine library location/availability for these items, return to the library web page at: <http://lib.sdstate.edu> and click **Magazines and Journals List**. Search for the title of the Journal using the "Find" box.

- Click **show all results**  to return to complete list of records. Or, use arrows  to navigate back and forth between records.
- Check box next to desired citation(s) to select item and click print, save, or e-mail icons    to retrieve marked records.


#### 4. Further Instructions

- **Index** (list of terms): The Index accesses a list of terms in the database. Select this option by clicking on **INDEX** tab.
  - Choose the desired index from drop down box. Type in term.
  - Click **GO TO TERM**. Terms are displayed with number of records in right column.
  - Check boxes next to the desired terms. Click on **SEARCH MARKED**.
- **Thesaurus** (not available in all databases): The Thesaurus may be used to find appropriate synonyms and related terms for a term. Select by clicking the **THESAURUS** button on sidebar.
  - Enter search term. Click on **GO TO TERMS** button.
  - Check boxes next to desired terms. Select either **SEARCH** or **EXPLODE MARKED** button. **Explode** will produce more results.
- **Find Citation**: Locate a specific record by entering information about it into the search form. Enter known information and click **search**.
- For help at any time, click the **HELP** at the top of the screen, or the **HOW DO I?** drop-down menu.
- **Search History** - Click **SEARCH HISTORY** to display a summary of your past searches.
  - The most recent search appears first.
  - To view the records click on **DISPLAY**.
  - Search sets may be combined. Check the box next to search sets and click "**and**" or "**or**" .
  - After performing a search, anytime you return to do a new search, your search history will be displayed on the bottom half of the search screen.

#### Options for Printing and Saving

- To print, check desired citation(s). Click on the  button at the top of the search display screen.
- To save check desired citation(s). Click on the  button and save to floppy drive.
- To receive citations via e-mail, Click on the  button.

#### Exporting to Bibliographic Management Software (i.e. Endnote/Procite)

- Select records you want to export by checking the box next to the desired citations. Next, click the save icon . Select the software you wish to export to and click **OK**.

#### To Exit WebSPIRS

- Click **LOGOUT** link at top right corner of screen.

#### For More Information

 Contact a reference librarian at **Hilton M. Briggs Library (605-688-5570), (1-800-786-2038) or via e-mail: blref@sdsstate.edu.**