

FirstSearch

What is FirstSearch?















FirstSearch is a database providing access to several indexing, abstracting and informational databases. These databases allow the user to search for citations and abstracts for magazine and journal articles and other types of materials on a wide variety of topics. No full-text is available through FirstSearch. However, you may check the library catalog, magazines and journals list, or request these items through interlibrary loan.

Accessing FirstSearch

To access FirstSearch, on the library's home page (<http://lib.sdstate.edu>) click **Research Databases**. Scroll down and click **FIRSTSEARCH**. These databases may be used on the SDSU campus, or from off campus. Contact a reference librarian at: (605)688-5570, or e-mail blref@sdstate.edu to obtain the user name and password for off-campus access.

Navigating

Everything you need to move through FirstSearch is on the tabs and navigational toolbars at the top of the search box. In addition, several linked icons appear at the top of various screens:

	= Help		= Browse the index of terms
	= Information on a specific database		= Print citation/abstract or list of citations
	= Limit search		= E-mail citation/abstract or list of citations
	= Search by subject heading		= Export / Save to a disk
	= Sort results list		= Interlibrary loan request form
	= Locate related authors		= List libraries with item(s)
	= Locate related subjects		= Indicates library owns item




Searching

- If you know which database you want to search, type your search terms in the **SEARCH FOR** box. Click the down arrow and select a database or topic, then click **SEARCH**. A list of records will now be displayed with brief citations. To view a particular citation/abstract click on the title.
- At the basic search screen, type search criteria in the **KEYWORD, AUTHOR** or **TITLE** box. Then click **SEARCH**. A list of records is displayed. To view a particular citation/abstract click on the title.
- Click the **SEARCHING** tab, and select **ADVANCED SEARCH** for additional search options.
- Click **PREVIOUS SEARCHES** to view search history or to rerun prior searches.

Additional Search Features

- To mark citations, click the box next to the citation. To view, print, download or e-mail only marked records, click on **MARKED RECORDS** in the toolbar. Citations may also be exported as a text file, or into Endnote or Refworks (NOTE: Users must have an individual subscription to Endnote or Refworks to use this feature).
- Use the Boolean operators **AND, OR, and NOT** to combine search terms and expand or narrow a search. Use parentheses () to specify the order in which terms will be combined.
- To search for a word and its plural form, add a "+" to the singular form. The plus + will search for any plural formed with either -s or -es. For example, "giraffe+" retrieves all records that contain "giraffe" or "giraffes".
- To truncate words use the "*". Truncation allows you to search for a term and its variations by entering a minimum of the first three letters of the term followed by an "*". For example, "arch*" retrieves "archaeology, architecture, arches, archetype," etc.

Printing/E-mailing/Exporting Records

Click the appropriate  (e-mail),  (print), or export  (save to disk) button at the top of the screen. Citations may be exported as a text file, or into Endnote or Refworks (NOTE: Users must have an individual subscription to Endnote or Refworks to use this feature.)

Available Databases

- **AH Search** - Arts & Humanities Search. Covering the world's leading arts and humanities journals.
- **Dissertations** - U.S., Canadian, British, and other European dissertations and theses.
- **GEOBASE** - Worldwide literature on geography, ecology and geology.

• For more information contact a reference librarian at (605)688-5570, toll free (1-800-786-2038) or e-mail to: blref@sdstate.edu