

eLibrary

Quick Start Guide

About eLibrary

eLibrary, the affordable, user-friendly general reference tool, delivers a broad collection of periodical and digital media content designed specifically for K–12 schools. Students use the powerful, yet easy-to-use search interface to find the answers they need from more than 1,000 magazines, newspapers, books, transcripts, maps, images, web links, and audio/video titles. Natural language, Boolean (keyword), topic, and publication searches are available. It's research made easy!

Part 1: Submit a Search Query

eLibrary research begins at the main search page. You can search the database using a simple keyword search, by asking a question, or you can use advanced search features to locate information by specific search field like Article Title, Publication, or Subject.

To submit a simple search query

1. In the main search page, type a search query in the search text box (A). You can format your search query as a natural language question or as a Boolean search string comprised of keywords connected by Boolean operators (i.e., AND, NOT, OR, etc.).
 - o Natural language search query example: *What causes red tides?*

Natural language searching is a good choice for gathering general information. Phrasing your query as a question will generally provide better results than just using keywords.

- o Boolean search query example: *red tide AND causes*

Boolean searching is best used for more specific searches.

A keyword can consist of a single word (examples: asteroid, Enron) or a phrase. For best results, enclose phrases in quotation marks (examples: "martial arts," "Martin Luther King").

AND retrieves documents that include both keywords connected by the AND operator; OR retrieves documents that contain at least one of the keywords connected by the OR operator; NOT excludes documents that contain the keyword that follows the NOT operator.

2. Tell eLibrary which search query format you used by selecting either the **Natural Language** or **Boolean Operator** radio button (**B**). Natural language is the default.
3. Check the types of media you want to search (**C**). All media types are checked by default. Choices include newspapers, magazines, books, maps, audio/video*, radio/TV transcripts, and pictures. (*Audio/video searching is turned off by default. Contact the librarian to find out how to search and display audio/video files.)
4. Click the **search** button (**D**). eLibrary searches the database for documents matching your search query and displays a list of matching documents in the form of a results page (as discussed in Part 2).

Optional advanced search features

The advanced search section (**E**) offers additional search fields that enable you to limit your search results to a particular Date Range, Document Title, Publication Title, Subject, and a list of additional options.

In the example below, advanced features advise eLibrary to limit results to documents published in the last two years by the *Los Angeles Times*.

The screenshot shows the eLibrary search interface. At the top, there is a search box containing the query "What causes red tides?". To the right of the search box is a blue "search" button with a right-pointing arrow. Below the search box are two radio buttons: "Natural Language" (selected) and "Boolean Operator". To the right of these is a link "Build Boolean Search". Below the radio buttons is a section for selecting source types, with icons and checkboxes for newspapers, magazines, books, maps, pictures, and tv / radio transcripts. All checkboxes are checked. Below this is a section for "advanced search" with the heading "Use one or more of the fields below to refine your search." The fields include: "Date Range" (set to "Last 2 Years" with a dropdown and date inputs for "1/9/2001" and "1/9/2003"), "Number of results" (radio buttons for 25, 50, 100, 200, 300), "Document Title" (text input), "Reading Level" (dropdown menu set to "All"), "Publication" (text input set to "Los Angeles Times" with a "Browse Publications" link), and "Author's Name" (text input). Red arrows labeled B, C, D, and E point to the "Natural Language" radio button, the source type checkboxes, the "search" button, and the "advanced search" section respectively. A vertical line separates the "advanced search" section from the rest of the form, with the text "advanced search features (optional)" and an arrow pointing to it.

advanced search

Part 2: Review Your Results List

After clicking the search button, a results page appears, summarizing your search success and listing those documents that match your search query.

The screenshot shows the 'bigchalk eLibrary' search results page. At the top, there are navigation tabs for 'search', 'topics', 'reference', 'mylist', and 'bookcart'. Below these are icons for different media types with their respective counts: newspapers (48), magazines (0), books (2), maps (0), pictures (0), and tv / radio transcripts (0). A 'Sort results by' dropdown menu is set to 'Relevance', and a 'refine search' button is visible. The main results section shows 50 results for the query 'What causes red tides?'. A list of four results is shown, each with a relevance score of 100, a date, a reading level, and a size. Red arrows labeled A, B, and C point to the summary bar, the search results list, and the sort dropdown menu, respectively.

typical results page

Parts of the results page

A - The results summary shows you the number of documents found for each media type and provides an option to resort the results by media type. (Click a media type icon to bring corresponding results to the top of the results list).

B - The results list identifies each document that matches your search query.

C - This drop-down menu provides options for resorting the results. You can sort by relevancy to your search query, publication date, document size, document reading level, alphabetical by document title, and alphabetical by publication name.

To view a document listed on the results page

1. Review your results list. If you do not see a listing of interest right away, you may want to resort the results, refine your search, or start a new search.
2. When you see a promising result, click the title (**B**) to view the full document.

Part 3: Work With the Full Document

After clicking a document title in the results list, the full-text of that document appears. Scroll through the document or click the **to best part** button (A) to jump to the text that most closely matches your search query. To print or email this document, click the appropriate link (B).

A → **to best part** **B** → printer friendly version | document info | email | add to my list +

bibliographic information

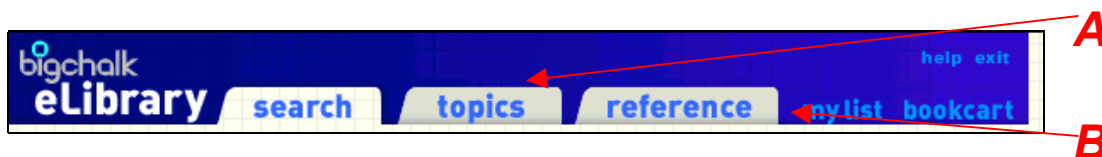
full text

HINT: Highlight any word or phrase, then click either **Search**, **Topics**, or **Reference** to locate relevant information.

typical document page

Part 4: Additional Searching Methods

In addition to a simple search, eLibrary offers two additional easy-to-use searching methods for information retrieval. These search methods include **Topics** (A) and **Reference** (B) search. Click a search method tab on the navigation bar to begin a new search.



Topics—categorizes eLibrary documents by topic heading (example: Arts, Business, Regional Studies) and provides easy information retrieval with “point-and-click” navigation or keyword searching. Results may include magazines, newspapers, books, transcripts, maps, images, audio/video titles, as well as bigchalk editor-selected web sites. Enter your subject in the text box and click the search button, or explore the topic tree by clicking a main topic heading and reviewing the corresponding subheadings for a narrower focus.

Reference Search—performs keyword searches against multiple reference publications. Enter your subject in the text box and check the types of reference resources you want to search. All reference resources are checked by default. Choices include dictionary, thesaurus, encyclopedia, almanac, atlas, and other. When ready, click the search button.

© 2003 ProQuest Information and Learning Company. All rights reserved.
bigchalk and bigchalk Library are trademarks of ProQuest Information and Learning Company

From:ProQuest
COMPANY

300 N. Zeeb Rd. • Ann Arbor, MI 48103 • www.bigchalk.com/go/pic