

EBSCOhost Databases

User Guide



Available via the Hunter Institute Library Online website
<http://www.hunter.tafensw.edu.au/library>

TAFE NSW libraries have purchased statewide subscriptions to several EBSCOhost databases which provide access to full-text online journals, magazines, newspapers, reports, reference texts, biographies, images and maps.

The following databases are currently included:

ANZRC (Australia/New Zealand Reference Centre)

- Provides full-text, and index access to many local and international magazines, newspapers and reference books on a wide range of subjects.

Art and Architecture Complete

- Provides full-text, and index access to art magazines and books.

Business Source Premier

- Is the industry's most used business research database, providing full-text for more than 2,300 journals.

CINAHL Plus with Full Text (Nursing database)

- Is the world's most comprehensive source of fulltext for nursing and allied health journals, providing full-text for more than 620 journals.

Computers & Applied Sciences Complete

- Covers the research and development spectrum of the computing and applied sciences disciplines.

Environment Complete

- Provides full text access to journals in areas of renewable energy, natural resources, pollution management and more.

Hospitality & Tourism Complete

- Covers research and industry news relating to all areas of hospitality and tourism.

MasterFile Premier

- This multi-disciplinary database provides general reference publications with full text information – includes an image collection of photos, maps and flags.

Regional Business News (US)

- Incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

Sustainability Reference Centre

- Full text database covering content from 800+ publications on sustainability and corporate social responsibility.

HOW TO ACCESS THE DATABASES

The EBSCOhost databases can be accessed 24x7 from any PC where you have internet access.

Connect to <http://www.hunter.tafensw.edu.au/library> and click the **Databases and eBooks** link.

Staff and students: log in using your **TAFE username** and **password**.
For information on how to obtain passwords see your library staff.

Make sure the box next to the database/s you wish to search is ticked. Then click on **Continue**.

KEYWORD SEARCH

To perform a basic keyword search, enter **search terms** in the search box. The default search option is "Find all my search terms"

Apply any **limiters** or expanders - for example, limit your search to **full text articles** or by date of publication.

Click the **Search** button to begin the search.

BOOLEAN OPERATORS

Boolean logic defines relationships between terms in a query. The operators are **AND**, **OR** and **NOT**. Select the search mode: "Boolean/Phrase"

- The **AND** operator combines search terms so that each search result contains all of the terms.
- The **OR** operator combines search terms so each search result contains at least one of the terms.
- The **NOT** operator excludes, so the search result does not contain any terms that follow the operator.

WILDCARDS/TRUNCATION

Wildcards allow you to match:

- both the singular and plural forms of a word
- words that begin with the same stem
- words that can be spelled in different ways

You can use the **asterisk** * symbol to truncate your search term.
For example: Austral* will retrieve Australia, Australian, Australasian, etc.

The **question mark** ? stands for exactly one character.
For example, analy?e will get results with spellings analyse and analyze.

RESULTS

When results are displayed you can look at an individual result by clicking on the underlined text. The full text availability for that particular article will also be displayed.

To view a group of results, click on **Add to Folder**. These articles are retrieved by clicking on the folder icon at the top right of the results screen.

PRINTING

You can print individual articles by clicking on the **Print** button at the top of the screen.
You also have the choice to **Email** or **Save** individual articles. You can return to the result list by clicking on the **Return to Result List** link at the top of the screen.

OTHER SEARCHES

Using the **Refine search** link will enable you to improve your initial search.
As an alternative to searching the entire database you can search by browsing a list of subjects (the **Subjects** link) or a list of magazine or journal titles (the **Publications** link). Both links are located in the toolbar at the top of the screen.

PLEASE ASK FOR MORE INFORMATION AT YOUR LOCAL HUNTER TAFE LIBRARY