Library Website
How to Access Resources

By: Riah WIratningsih

1. OPAC
Search printed books collections, within UNS Central Library. See how to use it, here

2. UNS Digital Library
Search e-Document format of undergraduate, postgraduate and doctoral thesis, and also research collection held by civitas academica of UNS. See how to use it, here

3. UNS Institutional Repository
Search e-Document format of undergraduate, postgraduate and doctoral thesis, and also research collection held by civitas academica of UNS, comply with e-Prints international standard

https://library.uns.ac.id
What is literature

Literature:
- written works (such as poems, plays, and novels) that are considered to be very good and to have lasting importance
- books, articles, etc., about a particular subject
- printed materials (such as booklets, leaflets, and brochures) that provide information about something

Informasi yang diolah dan kemudian termuat dalam berbagai bentuk terbitan

http://www.merriam-webster.com/dictionary/literature
1. **Printed Literature**

- Koleksi Umum (sirkulasi)
- Koleksi Referensi
- Koleksi Closed Reserve (CR)
- Koleksi Jawa
- Koleksi Hibah Belanda
- Koleksi Fiksi
- Koleksi Local Content
- Koleksi Serial
KOLEKSI PERPUSTAKAAN
<table>
<thead>
<tr>
<th>Dewey Number</th>
<th>Cute little Cave guy!</th>
<th>What’s written on handout</th>
<th>Notes I give them</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td></td>
<td><strong>Basic Information</strong></td>
<td>Encyclopedias</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Generalities</strong></td>
<td>Newspapers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Information you need to learn)</td>
<td>Books about libraries</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Who am I?</strong></td>
<td>Internet</td>
</tr>
<tr>
<td>100</td>
<td></td>
<td><strong>Philosophy &amp;</strong></td>
<td>Things we don’t understand:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Psychology</strong></td>
<td>UFO’s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Man thinks about himself)</td>
<td>Ghosts</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Who made me?</strong></td>
<td>Bigfoot</td>
</tr>
<tr>
<td>200</td>
<td></td>
<td><strong>Religion</strong></td>
<td>Aliens from outer space</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Man thinks about God)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Who lives next door?</strong></td>
<td></td>
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<tr>
<td>300</td>
<td></td>
<td><strong>Social Sciences</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(Man thinks about others)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>How can I talk to others?</strong></td>
<td></td>
</tr>
<tr>
<td>400</td>
<td></td>
<td><strong>Languages</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Philology)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Man wants to communicate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>What’s around me?</strong></td>
<td></td>
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<tr>
<td>500</td>
<td></td>
<td><strong>Natural Science</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(Man thinks about Nature)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>How can I use Nature?</strong></td>
<td></td>
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<tr>
<td>600</td>
<td></td>
<td><strong>Applied Science</strong></td>
<td></td>
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<td></td>
<td></td>
<td>(Man thinks about his world)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>What can I do for fun?</strong></td>
<td></td>
</tr>
<tr>
<td>700</td>
<td></td>
<td><strong>Arts &amp; Recreation</strong></td>
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<tr>
<td></td>
<td></td>
<td>(Man thinks about leisure time)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>How can I record deeds?</strong></td>
<td></td>
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<tr>
<td>800</td>
<td></td>
<td><strong>Literature</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(Man becomes a storyteller)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>How can I leave a record?</strong></td>
<td></td>
</tr>
<tr>
<td>900</td>
<td></td>
<td><strong>History, Geography &amp; Biography</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Man thinks about history)</td>
<td></td>
</tr>
</tbody>
</table>
Classification Number (DDC ;22Ed.)

- 610 : MEDICINE & HEALTH
- 610.28 : BIOMEDICAL INSTRUMENTATION
- 610.68 : HOSPITAL ADMINISTRATION
- 610.724: RESEARCH METHODOLOGY
- 610.73: NURSING

Classification Number (DDC ;22Ed.)

- 616 : MEDICINE
- 616.01 : MICROBIOLOGY
- 616.019 : VIROLOGY
- 616.025 : EMERGENCY MEDICINE
- 616.028 : CRITICAL CARE MEDICINE
BOOK ON SHELVES

Chicken Soup for the Soul
Tales by the Grimm Brothers
Spanish for Beginners
Everyday Insects by Albert Jamesson
Fresh Water Fish by Bernice Brewster
Pets by Jon Cage
Football by John Madden
Poetry by Jack Prelutsky
Mexico by Jose Cuevo

158.1 CHI
398.2 GRI
411 ROD
595 JAM
597 BRE
636 CAG
796 MAD
811 PRE
917.2 CUE
1. Pilih kata kunci berdasar:
2. Ketik kata kunci
3. Klik kata kunci
4. Klik cari
1. DISTANCE learning library services: the tenth off-campus library services conference

2. SELECTING materials for library collections
   - Nomor Klas: 025.2 Sel s
   - Pengarang: FENNEL, AUDREY (ED.);
   - Subyek: PERPUSTAKAAN-PENGADAAN; PENGADAAN (PERPUSTAKAAN);
   - Publisher: New York: The Haworth Information Press, 2004
   - Jml Kopi: 3 Eksemplar

3. Introduction to serials work for library technicians
   - Nomor Klas: 025.3432 Mil i
   - Pengarang: MILLARD, Scott;
   - Subyek: SERIAL-KATALOGISASI; PERPUSTAKAAN-KOLEKSI KHUSUS-SERIAL; TEKNIK PERPUSTAKAAN;
 Call number

Lokasi dan status
Layanan Sirkulasi
Layanan Referensi
Layanan Serials
Layanan Local Content
Layanan Holiday Loan
Layanan SAT (Self Access Terminal)
Layanan Photo Copy
Layanan Kartu Sakti
Layanan Keanggotaan Luar Biasa
Layanan Document Delivery
Layanan Klinik Pustaka Ilmiah
Layanan Program Magang Profesi
Layanan Program Magang Akademik
Jam layanan peminjaman, pengembalian, perpanjangan koleksi perpustakaan, layanan bebas pinjaman, aktivasi keanggotaan perpustakaan:

Senin s.d Kamis : Jam 07.30 s.d 21.00 WIB
Jumat : Jam 09.00 s.d 21.00 WIB
Sabtu : Jam 08.00 s.d 12.00 WIB
What is an e-journal?

An e-journal (electronic journal) is a journal published online.

Full-text journal articles are available via a platform that provide both browsing and searching functions.

Library users can access e-journals on the Library Website, within the campus network, or via remote access.

http://www.lib.ied.edu.hk/is/tutorial/module2/e_resources/3_1/3_1_content.htm
Why an E-Journal

Journals are written by and for experts in their chosen field

- Focus
  explore a very narrow specific topic in depth
- Currency
  They are the best way of keeping up to date
- Quality
  Articles in an academic journal are made by a process called peer review
HOW TO ACCESS?

Information retrieval
Pencarian informasi
"Now that everything is digital, why do we need a library?"
communities are changing—and libraries must continue to change with them

Google tells us that it wants to organize all of the information in the world and provide it to everybody. Librarians answer: “That’s what we’ve done from the beginning of time.”¹

Qoutes about Librarian " Google can bring you back 100.000 answers, a librarian can bring you back the right one " - Neil Gaiman

¹ Ballard, Terry. (2012). Google This! Putting Google and other social media sites to work for your library. UK: Chandos Publishing
Apa yang dilakukan pustakawan?

Literasi Informasi
What is Information Literacy?

Information literacy is a set of skills which includes finding information effectively; managing the abundance of information available; thinking critically about resources; synthesizing and incorporating information into one’s knowledge base; creatively expressing and effectively communicating new knowledge; using information ethically; and using knowledge to better society.

As the American Library Association Presidential Committee on Information Literacy (January 10, 1989, Washington, D.C.) says “Ultimately, information literate people are those who have learned how to learn. They know how to learn because they know how knowledge is organized, how to find information, and how to use information in such a way that others can learn from them. They are people prepared for lifelong learning, because they can always find the information needed for any task or decision at hand.”

http://www.ala.org/acrl/issues/infolit/overview/intro
Information literacy is an intellectual framework for identifying, finding, understanding, evaluating and using information.
QUERY PENELUSURAN INTERNET
Search in google

Sekitar 24,100,000 hasil (0,30 detik)

Library and Information Science Graduate Degree | Information School ...
https://ischool.uw.edu/academics/mlis ▼ Terjemahkan laman ini
Our MLIS graduate degree program is ranked 3rd in the U.S. & offers online, residential, ... Academics · Research · News & Events · People · Affiliates · About ... The University of Washington’s Master of Library and Information Science (MLIS) ... A collegial atmosphere both among students and between students and faculty ...

Libraries - NYU
https://www.nyu.edu/academics/libraries.html ▼ Terjemahkan laman ini
Academics; Libraries ... Great libraries are essential to great universities. ... Courant Institute of Mathematical Sciences - Atmosphere Ocean Science ... Research 201: Beyond basics for graduate students2:00pm - 3:00pm at Bobst Library, Rm.

MS in Library and Information Science - School of Information Studies
https://ischool.syr.edu/academics/graduate/masters.../ms-library... ▼ Terjemahkan laman ini
ALA Accredited: The Master of Science in Library and Information Science at ... in Library and Information Science (MSLIS) at the Syracuse University School ... broad range of organizations, including academic institutions, public libraries, ... About · Academics · Admissions · Research · People · Class Schedule · Alumni and ...

Libraries | The University of Tokyo
www.u-tokyo.ac.jp/en/about/libraries.html ▼ Terjemahkan laman ini
Academics ... The University of Tokyo Library System consists of the General Library on the Hongo ... and 32 departmental libraries at the University’s Graduate Schools, Faculties, ... striking appearance...
Use AND, OR, or NOT in between your search terms.
I will show you what I mean...
**Boolean Logic**

Use **AND** if you want to **NARROW** a search so that **ALL** words appear in your results.

```
exercise and health = exercise and health
```

Use **OR** if you want to **EXPAND** a search so that **ANY ONE** of your words appear in your results.

```
salary or income = salary or income
```

Use **NOT** when you want to **NARROW** a search by **EXCLUDING** a word in your results.

```
bears not grizzly = bears NOT grizzly
```

Selected results must contain the words **caffeine** and **achievement**.
Boolean Logic

Searching The World Wide Web
SEARCH IN GOOGLE

Intext
Inurl
intitle
AND +
OR |
NOT -

Filetype: pdf, ppt, jpeg, dll
Site: org, edu, com, gov

Cancer-zodiac-astronomy
Holland|Dutch
Treatment|therapy|healing
Domain name (Uniform Resource Locator)
Alamat yang digunakan untuk menemukan suatu situs pada internet

- .com: komersial
  .edu: pendidikan
- .ac: pendidikan
  .gov: pemerintah
  .mil: militer
  .org: organisasi / lembaga nonprofit
- .au: Australia
- .de: Jerman
- .fi: Finlandia
- .fr: Perancis
- .id: Indonesia
- .ru: Rusia
Topik: Manajemen perpustakaan perguruan tinggi dalam mendukung proses belajar sivitas akademika...

Sumber: Semua situs pendidikan, berformat pdf (artikel berbahasa Inggris)

"academic library" + management + learn | study site: edu filetype: pdf

"academic library" + management + learn | study site: edu filetype: pdf inurl: au
"academic library"+management+learn|study site:edu filetype:pdf

Sekitar 9.280 hasil (0,35 detik)

Artikel cendekiawan bagi "academic library"+management+learn|study site:edu filetype:pdf
... librarian: An analysis of transition stages in academic ... - Matthews - Dirujuk 22 kali
Tradition and expertise in academic library collection ... - Thomas - Dirujuk 11 kali
Factors for success: Academic library development ... - Hoffman - Dirujuk 13 kali

[PDF] The Strategic Management Practices in Academic Libraries in Kenya ...
digitalcommons.unl.edu/cgi/viewcontent.cgi?article=3222... ▼ Terjemahkan laman ini
oleh P Maku - 2015 - Artikel terkait
The study concludes that strategic behavior in academic libraries is being inhibited ... underscores the critical role played by library management in building ...

[PDF] The future of the academic library and librarian: a DELPHI study
docs.lib.purdue.edu/cgi/viewcontent.cgi?article=1484...iatul ▼ Terjemahkan laman ini
oleh B Feret - 2012 - Artikel terkait
We undertook a Delphi study, the aim of which was to find the most probable scenario for the ..... The Future of Academic Library Management. Speakers' notes ...

[PDF] 1 CHAPTER 1 INTRODUCTION 1.1 Background of the study - Ideals
https://www.ideals.illinois.edu/bitstream/.../Thesis-Ch_1-3.pdf?... ▼ Terjemahkan laman ini
Quality Assurance Academic Year 2003

17 Apr 2009 - Information Management. Know as "Library Management Information ... will study and prepare itself for the research in the near future. 6.

Table of Contents - Assumption University

1.3 What academic disciplines are used to study information systems and how does .... Case Study: RFID Propels the Angkasa Library Management System 329.

Study the needs of library users in order to cater services relevant to the ... All library management systems and services of the library are ...
Advanced Search

Search options

Not all selected databases will return results for this field. View details.
E-JOURNAL YANG DILANGGAN UPT PERPUSTAKAAN UNS

- ABI/INFORM Research
- Agricultural & Environmental Science Database
- Arts & Humanities Full Text
- ProQuest Medical Library
- Technology Collection

- Accounting & Finance
- Economics
- Education
- Engineering
- Health & Social Care
- HR & Organizational Behaviour
- Information & Knowledge Management
- Library & Information Science
- Management Science & Operations
- Marketing
- Property Management & Built Environment
- Public Policy & Environmental Management
- Sociology
- Strategy
- Tourism & Hospitality
- Transport
E-Journal yang dilanggan upt perpustakaan uns

ScienceDirect
- Physical Sciences and Engineering
- Life Sciences
- Health Sciences
- Social Sciences and Humanities

www.igi-global.com

• Physical Sciences and Engineering
• Life Sciences
• Health Sciences
• Social Sciences and Humanities
E-book yang dilanggan

GALE CENGAGE Learning
52 titles, diverse subjects

SpringerLink
78 titles, diverse subjects

CAMBRIDGE BOOKS ONLINE
78 titles, diverse subjects

ScienceDirect
43 titles, diverse subjects

EBSCO HOST
3009 titles, diverse subjects

ebrary
260 titles, diverse subjects

Emerald Research you can use
70 titles, diverse subjects

IGI GLOBAL
www.igi-global.com
70 titles, diverse subjects

Arts and Architecture (2013)
Culture, Humaniora, Art : Textile, Painting, Carving (2014)
115 titles
e-resources.perpusnas.go.id


Petunjuk / panduan penggunaan e-resources klik disini, dan jika ada pertanyaan / saran / keluhan terkait layanan koleksi e-Resources ini silahkan disampaikan melalui alamat email layanan_eresources@ppri.go.id dengan menyebutkan Nama dan nomor anggota, atau menghubungi Call Center Jasa Layanan Perpusnas di nomor 0800-1-737787
Topik: Membangun atmosfer akademik di perguruan tinggi melalui peran perpustakaan dalam menciptakan lulusan yang berdaya saing …

1. Mengidentifikasi konsep-konsep penting (key concepts)
2. Mengidentifikasi search terms
3. Memformulasikan search query
4. Menspesifikasikan hasil penelusuran
1. **MENGIDENTIFIKASI KONSEP-KONSEP PENTING (KEY CONCEPTS)**

- Library
- Academic atmosphere
- University
- Graduate
## 2. Mengidentifikasi Search Terms

http://www.thesaurus.com/

<table>
<thead>
<tr>
<th>Library</th>
<th>Academic atmosphere</th>
</tr>
</thead>
<tbody>
<tr>
<td>library</td>
<td>“academic atmosphere”</td>
</tr>
<tr>
<td>“learning center”</td>
<td>“academic situation”</td>
</tr>
<tr>
<td>“media center”</td>
<td></td>
</tr>
<tr>
<td>university</td>
<td>graduate</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>university</td>
<td>graduate</td>
</tr>
<tr>
<td>academy</td>
<td>alum(nus)</td>
</tr>
<tr>
<td>college</td>
<td>product</td>
</tr>
</tbody>
</table>
3. **MEMFORMULASIKAN SEARCH QUERY**

<table>
<thead>
<tr>
<th>Field (ruas)</th>
<th>Keywords Abstract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Library OR “learning center” OR “media center”</td>
</tr>
<tr>
<td>Abstract</td>
<td>Atmosphere OR “academic atmosphere”</td>
</tr>
<tr>
<td>Abstract</td>
<td>University OR college OR academy</td>
</tr>
<tr>
<td>Abstract</td>
<td>Graduate OR alum(nus) OR product</td>
</tr>
</tbody>
</table>
4. Spesifikasi hasil penelusuran

Emerald journal

[Link to Emerald Insight]

Advanced Search

Search for:

- library OR "media center" OR "learning center"
- AND
- academy OR university
- AND
- graduate OR alum
- AND
- atmosphere

Include:

Search History

No search history

Search Tips

You can perform a search across all Emerald content using either the Search tool at the top of each page or the Advanced Search tool on this page. If you are a registered user of the site, you can save your search criteria in order to re-run the search later. By default, search results are sorted by relevance.

Advanced Search
Abstract:

Purpose
– Academic libraries are considered as key factors in the educational system of a country and strong pylons for the economic and societal development. During the current economic recession, libraries have been struck by severe budget cuts that have forced them to shrink services to the end users. The purpose of this paper is to measure the opinion of academic libraries users on four main criteria categories, namely, cost, space and atmosphere, personnel behavior and facilitation of collaborative work and to reflect the level of affective relationship of users with their libraries.

Design/methodology/approach
– The survey followed a quota sampling technique and was addressed to users of all levels (students, postgraduate, faculty members, etc.) from all academic libraries across Greece, resulting in 950 questionnaires that were then processed with inferential statistical methods. The study applies the Stimulus-Organism-Response (SOR) behavioral framework to measure the opinion of the users on the criteria categories.

Findings
– The study provides representative findings from all Greek academic libraries and shows that libraries are considered as spaces that facilitate pleasant reading and studying, as well as efficient collaborative work. Library users are in overall satisfied by the personnel behavior and productivity, but they also believe that there are margins for further improvement of its knowledge, while they think that the cost of services should be revised and echo the current situation.

Practical implications
– The study is primarily a quantitative one and as such it provides the broad view of the current situation in the country. It focusses on important drivers of the expression of affective relationships and its findings can be useful to library administrators as it highlights the effects of economic crisis on key areas of library operation.

Originality/value
– It is the first nation-wide user survey that reports findings and recommendations from a national-wide user-based survey that was conducted in 2012. Previous nation-wide surveys were mainly addressed to library personnel or limited to specific institutions. The study is also the only one to the authors’ knowledge that applies the S.O.R. framework in the academic library setting.

Keywords: Service quality, Service evaluation, Academic libraries, Greek libraries, User satisfaction
Search tips

SEARCHING

You can perform a search across all Emerald content using either the Search tool at the top of each page or the Advanced Search tool on this page. If you are a registered user of the site, you can save your search criteria in order to re-run the search later. By default, search results are sorted by relevance.

ADVANCED SEARCH

Enter one or more search terms and select the type of content to be searched. For example, to search for articles and chapters with the word "library" in their title, enter the text "library" and select "Content item title". Select any additional filters, such as the Publication Date of "Last 6 months", and click "Search".

ADVANCED SEARCH TIPS

- **BOOLEAN SEARCH**
- **AUTHOR SEARCHING**
- **PHRASES**
- **WILD CARDS**
- **REFINING YOUR SEARCH WITH SEARCH FILTERS**
- **SAVED SEARCHES**
No results were found

Click the search tips link on the search form below for additional information.
Search results: 2 results found for TITLE-ABSTR-KEY(library or media center or learning center) AND (university or academy) and TITLE-ABSTR-KEY(graduate OR alum) AND (atmosphere OR situation).

- Situations of distance education institutions in Turkey
  - Original Research Article
  - Procedia - Social and Behavioral Sciences, Volume 9, 2010, Pages 1722-1730
  - Ö. Çakır, E. Öğuz

- The Dutch women's thesaurus: A tool for cooperation between women's collections in the Netherlands and Belgium
  - Original Research Article
  - Gusta Drenthe

Display 25 results per page
Abstract

When present conditions are taken into consideration, the numbers of distance learning institutions are gradually increasing as well as formal education institutions. The numbers of programs which have been used in these institutions have been increasing in both graduate and postgraduate levels of education with a meaningful variety. Especially, universities have been following these programs through the medium of distance learning centers which they have set up within their institution. Furthermore, colleges of further education, educational institutes and some special centers have been established which follow these distance learning programs outside the university. The purpose of this study is to evaluate/to assess the present conditions of distance learning organizations. In this study, the data will be collected and evaluated about the structure of the institutions, how the distance learning programs are carried out (mixed and/or online) and how the evaluation is made (face to face and/or online). The data will be collected via the present web pages of these centers. Thus, the present conditions of these centers which are increasing in numbers day by day and a subject of a quality discussion will be evaluated.
**Search tips**

Select the links in the following search tips for more information and examples of the search syntax:

- Choose search terms that are specific or closely related to the topic of interest.
- To search for a publication name using an acronym, put spaces between each letter. For example, to search for the journal name JBI (for Journal of Biomedical Informatics), enter J B I.
- Use the Specific Author field when searching names.
- Use the singular form of the word.
- Enclose stop words in brackets.
- Use connectors.
- Prioritize your search terms.
- Use wildcard characters to combine or eliminate search terms.
- Observe the guidelines for searching special characters and formulas.
- Search document fields to limit your search results.

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EBSCOhost is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers.

The comprehensive databases range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate and school libraries.

**View A Tutorial On This Topic**

**EBSCO Support Site**

EBSCO's [Support Site](https://www.ebscohost.com/support) is available 24 hours a day, 7 days a week. Our FAQ database, [tutorials](https://www.ebscohost.com/tutorials), and user guides can provide answers to your technical questions.

EBSCO Customer Support Representatives are also available by [phone](tel:1-800-252-7172) and [e-mail](mailto:support@ebscohost.com) 24 hours a day, Monday through Friday, as well as Saturday and Sunday from 9 a.m. to 5 p.m. (US EST).

**How to Use Help**

- When the Help icon 📚 appears, you can click the icon and help for the screen you are on will display.

- To obtain help for the database(s) you are searching, click the Help icon 📚 to the right of the Find field and click on the Database name at the bottom of the left-hand side of the Help window. Database help is also available from the Choose Databases window.

- To view the entire Help System, click the Help link at the top right-hand corner of the screen.

**Note:** The recommended screen resolution for EBSCOhost is 1024 x 768.
A ? (question mark) or * (asterisk) character placed at the right of any part of a word will truncate the word following the symbol.

**Examples:** psyc? will find psycho, psychology, psychological, etc. or comput* will find computer, computing, computation, etc.

A # (number) can be used to find variant spellings in cases where one version of the word has one more character than another version.

**Example:** colo#r will find both color and colour; and arch#eology will find both archaeology and archeology.

An ! (exclamation point) character can be used to find variant spellings in cases where a single character may vary.

**Example:** wom!n will retrieve both woman and women.

A % (percentage) character, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance (number of words) from each other, and you don’t care what order the words appear in.

**Example:** england %3 ballads will retrieve Ballads of England, Ballads of Merry Olde England and England and Her Ballads.

An ! (exclamation point) character, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance (number of words) from each other, and in the same order in which you type the words.

**Example:** In this case, ballads !3 england will retrieve Ballads of England and Ballads of Merry Olde England but not England and Her Ballads.

Boolean operators (and, or, not) may be used for more precise searching.

**Examples:** A keyword search for cat not dog will exclude results that contain the word dog in the record; a keyword search for cat and dog will include results that contain both the words cat and dog in the record; and a keyword search for cat or dog will include results that contain either cat or dog or both in the record.
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