


Factsheet 47

Search It




This factsheet can be made available in alternative formats. Please make your request at any service point in the Library, telephone 01642 342117 or email dasld@tees.ac.uk

What is Search It?

- It's a single point of entry for all Teesside University electronic resources.
- It includes Subject lists/A-Z lists of Online Databases.
- You can use it to search a number of resources at the same time and then link directly to full text articles when available via the  button which appears in the results.
- It includes personalisation features to enable you to create your own lists of favourite resources.

How to access Search It

Click on the **E-Resources via Search It** link on the left hand side of the L&IS home page (<http://lis.tees.ac.uk>).

If you are on-campus, you do not need to log in unless you wish to make use of the 'My Favourites' part of the service. Off-campus you will need to login with your Teesside University ICT username and password. If you don't login, you won't be able to search resources with the lock symbol  next to them. The **Login** link appears at the top right of the **Search It** pages.

How to use

It includes these four options:

1. **Quick Search** is ideal for novice users, as it enables you to search a number of key databases at the same time
2. **Find Databases** allows you to search by title or browse an A-Z index for relevant databases, to search individually, or link directly to them.
3. **Find E-Journals** allows you to search by title or browse an A-Z index for relevant electronic journals
4. **Databases by Subject** allows you to identify, select and search resources that are particularly relevant for your subject area. Multiple resources can be searched at the same time. It's also possible to search resources that include particular types of material such as images or sound.



1. Using Quick Search

Begin with a 'Start It' search. Type your chosen keywords into the search box. Your searches will work best if your keywords are specific. If your searches are too general, you'll bring back too many results, and the most relevant results may not appear in the initial screen. 'Search It' will then search 7 key online databases for journal articles. The 7 databases are: Assia, British Humanities Index, Business Source Premier, Cinahl, Scopus, Web of Knowledge and Zetoc.

Viewing Results

Each database initially sends back 30 results and **Search It** ranks them by relevancy. You can see that it also includes the [find it @tees](#) button so that it is easy to check if the article is available at Teesside.

Click on the title to view the full details

Click on the 'Find it @ Tees' to locate the full text

Click on the + (plus) symbol to save the record

If there is an FT button, full text should be available

To save results

1. Click on the + (plus) symbol to save the record
2. Go into 'My Favourites'
3. In 'My Saved Records', select the records that you wish to save, by clicking in the box to the left of each record or by clicking on 'Select All'
4. Choose 'Export Selected Records'
5. Choose either to 'Send' (email) or 'Save' the records
6. If you select 'Standard' format, you can save the file as a .txt (text) file.

If you select 'Save' and then 'Refworks', the records will be imported into your RefWorks account. More information about RefWorks is available from the RefWorks page on the L&IS web site (<http://lis.tees.ac.uk/refworks>)

2. Using Find Databases

1. Click on **Find Databases** on the **Search It** top navigation bar
2. Find the database you require by searching by **title** or use the A-Z index to browse for titles.

The screenshot shows the 'Find Databases' page on the Search It website. The top navigation bar includes 'Quick Search', 'Find Databases', 'Find e-Journals', 'Databases by Subject', and 'My Favourites'. Below the navigation bar, there is a search bar and a 'Go to Databases by Subject' link. A table lists databases, with 'Scopus' highlighted. Callouts provide instructions: 'Click on the database name to go directly to the database's web site' points to 'Scopus'; 'The information button goes to a description of the database and to details of how to access it.' points to the 'i' icon; 'Click on the plus symbol to add the database to your 'My Favourites' collection' points to the '+' icon; and 'If the magnifying glass symbol is there, click on it to search the database within Search It.' points to the magnifying glass icon.

Searching within Search It

The screenshot shows the 'Search in Database' page on the Search It website. The top navigation bar includes 'Quick Search', 'Find Databases', 'Find e-Journals', 'Databases by Subject', and 'My Favourites'. Below the navigation bar, there is a search bar and a 'GO' button. Callouts provide instructions: '1. Enter your keywords in the search box' points to the search input field containing 'children speech development'; and '2. Click on 'Go'' points to the 'GO' button. Below the search bar, there is a table with details for 'Scopus'.

Scopus	
Title:	SCOPUS (Elsevier)
Description:	Scopus is the world's largest abstract and citation database covering 15,000 scientific, technical, medical, social science, psychology and economic peer-reviewed journals. Scopus also performs an integrated search of the scientific Web via the search engine Scirus which includes access to over 21 million patents.
Publisher:	Reed Elsevier

Searching within **Search It** is useful for databases that you only use occasionally, or for databases that have an interface that you find difficult to navigate. However, in general, if you want to make full use of the database's search options, it's best to go to the database's own web site.

3. Using Find E-Journals

1. Click on **Find e-Journals** on the Search It top navigation bar or on **e-journals** from the quick links on the L&IS home page.
2. Find the journal you require by searching by **title** or use the A-Z index to browse for titles.

Click on the journal title to access the journal

Click on the 'plus' symbol to add to the e-journals area of 'My Favourites'

Click on the arrow to access the journal

Journal title
[Social science & medicine](#)

Actions
i + ▶

4. Using Databases by Subject

The 'Databases by Subject' option allows you to select databases that are relevant for your subject area and then search several databases at once:

University of Teesside
Library & Information Services

Quick Search | Find Databases | Find e-Journals | **Databases by Subject** | My Favourites

Search | Results | Previous Searches | Refine

Log In | End Session | Help | Guest

Databases by Subject

Select Search Type:
Subjects

Subject:
Arts + Media

Narrower Subjects:
Art + Design

1. Select your School

2. Select your subject

Search term(s):

GO

Subject: Arts + Media—Art + Design contains 6 databases

Database Name	Actions
<input checked="" type="checkbox"/> Art Full Text	i +
<input type="checkbox"/> ...dex	i +
<input type="checkbox"/> ...tracts	i +
<input checked="" type="checkbox"/> Design and Applied Arts Index	i +
<input type="checkbox"/> RIBA British Architectural Library Catalogue Online	i +
<input checked="" type="checkbox"/> ...an Magazine (also known as Artists Newsletter)	i +

University of Teesside
Library & Information Services

Quick Search | Find Databases | Find e-Journals | **Data** | Databases by Subject

Search | Results | Previous Searches | Refine

Log In | End Session | Help | Guest

Databases by Subject

Select Search Type: Subjects

Subject: Arts + Media

Narrower Subjects: Art + Design, English, Fine Art, Graphic Design, History, Interior Architecture + Design, Journalism, Media, Product Design

3. Enter your search terms


Enter your search term(s): self efficacy learning

5. Click on Go

4. Make sure that the databases you want to search are ticked

Database Name	Actions
<input checked="" type="checkbox"/> Art Full Text	i +
<input checked="" type="checkbox"/> British Humanities Index	i +
<input checked="" type="checkbox"/> Communication Abstracts	i +
<input checked="" type="checkbox"/> Design and Applied Arts Index	i +
<input type="checkbox"/> RIBA British Architectural Library Catalogue Online	i +
<input checked="" type="checkbox"/> an Magazine (also known as Artists Newsletter)	i +

You can also use 'Databases by Subject' as a way of identifying the resources that are most useful for your subject area. Simply click on the database title to go directly to the database's web site.

Although  allows you to search more than one database at once, the searches that you can do are fairly basic. To do a more thorough search it's important to learn how to use the major databases in your subject area. It's also important to remember that any database without a tick box next to it (like RIBA British Architectural Library Catalogue Online in the example below) cannot be searched via **Search It**.

University of Teesside
Library & Information Services

Quick Search | Find Databases | Find e-Journals | **Databases by Subject** | My Favourites

Search | Results | Previous Searches | Refine

Log In | End Session | Help | Guest

Databases by Subject

Select Search Type: Subjects

Subject: Arts + Media

Narrower Subjects: Art + Design, English, Fine Art, Graphic Design, History, Interior Architecture + Design, Journalism, Media, Product Design

Enter your search term(s): self efficacy learning

GO

Database Name	Actions
<input checked="" type="checkbox"/> Art Full Text	i +
<input checked="" type="checkbox"/> British Humanities Index	i +
<input checked="" type="checkbox"/> Communication Abstracts	i +
<input checked="" type="checkbox"/> Design and Applied Arts Index	i +
<input type="checkbox"/> RIBA British Architectural Library Catalogue Online	i +
<input checked="" type="checkbox"/> an Magazine (also known as Artists Newsletter)	i +

Using My Favourites

- **My Saved Records** – Store details of useful references you find.
- **My Databases** – Create your own groups of databases to search.
- **My e-Journals** – Create your own lists of e-journals.
- **My Saved Searches** – Saved searches and automated searches (alerts).
- **Preferences** – Options for you to change the default for how you would like results to be displayed.

Help

Help is available from the online '**Help**' at the top right of each of the **Search It** screens.

If you experience difficulties using any of the online databases available in the Library please ask for assistance at any staffed Information Desk.